

## HR OFFICER

<b>JOB TITLE:</b>	HR Officer
<b>REPORTS TO:</b>	<b>Executive Director</b>
<b>SALARY:</b>	£17.6k - £20k (£22k - £25k full time equivalent) dependent upon experience.
<b>HOURS:</b>	32 Hours per week (flexible working available)
<b>ANNUAL LEAVE:</b>	25 days per annum plus Bank Holidays pro rata to be calculated pro rata from your start date.

### Overall purpose of post

Bath Abbey is looking for a skilled HR Officer who will recruit, support and develop talent through developing policies and managing procedures. You will be responsible for administrative tasks and you'll contribute to making the company a better place to work. You will also be our administrator for Safeguarding, ensuring that all employees and volunteers are recruited safely; that Disclosure & Barring Service checks and Safeguarding training takes place in a timely manner.

If you are passionate about HR and highly organised and efficient, give us a chance to meet you. We expect you to have a generalist knowledge of HR. We want to see a committed and approachable individual and be impressed with your character and skills.

The goal will be to provide excellent assistance and Human Resources support to our Clergy, employees, managers and volunteers.

### Background

Bath Abbey is a vibrant and internationally significant parish church currently serving nearly 500,000 people annually. Please visit our website: [www.bathabbey.org](http://www.bathabbey.org)

While the geographical parish has only a small residential population, our congregation is a gathered community from all over the City and surrounding area. We also welcome over 500,000 regional, national and international visitors and worshipers. Bath Abbey has around 30 staff, over 350 volunteers and over 500 in its congregations.

### JOB DESCRIPTION - Principal Responsibilities

- Interpreting and advising on employment law. Applying HR and business knowledge evidencing appropriate decision-making skills
- Advise staff on the terms and conditions of employment

- Maintaining employee records
- Planning the delivery of training, new staff induction sessions / programmes and exit interviews
- Develop HR policy and procedures to drive performance and mitigate disputes.
- Provide advice on recruitment and selection strategies
- Support the recruitment process – including writing job descriptions, preparing interview questions and application forms, shortlisting, interviewing and selecting candidates
- Carry out new starter inductions
- Manage and support succession planning
- Drive alignment between HR strategy and business goals
- Continuously monitor and review HR policies and processes and implement changes where necessary. Assist staff and volunteers to understand and implement policies and procedures
- Responsible for the staff handbook and keeping it up to date, supporting the Volunteer Officer in keeping the volunteer handbook up to date
- Promoting equality and diversity in the workplace
- Participate in the implementation of specific HR projects, procedures and guidelines to help align the workforce with the strategic goals of the organisation
- Support change management processes
- Provide first line advice on current and existing benefits for employees and managers
- Administer payroll and payroll records and keep accounts apprised of any changes
- Work with appropriate parties on reward strategy
- Implement learning and development policies
- Manage and support disciplinaries, grievances, absence management, retirement and redundancy
- Managing the end to end maternity, paternity and adoption leave process
- Involvement in resolving more complex HR queries
- Dealing with ad-hoc or regular reports, including appropriate analysis of information where needed (attendance, sickness, annual leave)
- Attending HR conferences and seminars
- Maintain a HR presence for the Abbey providing relevant face to face support where required
- **Safeguarding:**
- Maintain safeguarding records
- Become trained by the Diocese Safeguarding team to deliver safeguarding training to Bath Abbey staff and volunteers
- Responsible for administration of DBS (Disclosure & Barring Service) applications and in particular:
- Establish the true identity of the staff and volunteer applicants through the examination of a range of identification documents as set out by the DBS
- Checking and validating the information provided by applicants on volunteer and staff application forms
- Ensuring that staff and volunteer application forms are complete and the information contained in them is accurate

## **Qualifications & Experience**

- HR credentials: either a 2:1 degree in personnel management, human resources development, psychology or management or; the Chartered Institute of Personnel and Development (CIPD) Level 3 Certificate in Human Resources Practice; or equivalent qualification.
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc)
- Understanding of employment law and disciplinary procedures
- Outstanding time-management and organisational abilities
- Excellent communication and interpersonal skills
- Strong ethics and reliability
- High standards of personal and professional integrity with a fair and unbiased approach
- Problem solving and decision-making aptitude
- Proficient in Microsoft Office
- Desirable though not essential: proven experience as a HR Officer or similar role
- Understanding of Safeguarding

## **APPLICATION**

To submit your application please send a full CV and covering letter which explains why you are a suitable candidate and include the details of two references. References will only be taken up once an offer has been made.

Please send your CV and letter to:

Mr Frank Mowat  
Executive Director  
Bath Abbey Office  
11a York Street  
Bath  
BA1 1NG  
Telephone: 01225 422462  
Email: [FMowat@bathabbey.org](mailto:FMowat@bathabbey.org)

**Deadline for applications: Friday 21 June 2019**