



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	HR SUPPORT OFFICER (II)
<b>EMPLOYER:</b>	SHEFFIELD BOARD OF FINANCE
<b>RESPONSIBLE TO:</b>	HR MANAGER
<b>RESPONSIBLE FOR:</b>	N/A

*The Diocese of Sheffield is called to grow a diverse network of Christ-like, lively and sustainable Christian communities in every place which are effective in making disciples and in seeking to transform our society and God's world.*

### **MAIN PURPOSE OF THE ROLE**

To support and model the best practice and professional HR function at Church House to meet the needs of the wider Diocese of Sheffield. This role will support the HR Manager in a wide range of tasks, and ensure effective HR administration support and HR systems are developed and maintained.

This is a post which is funded by a grant from the National Church currently up to the end of 2028. There will be further opportunity for us to review and extend the role if further funding is available with the current expectation that this could be until 2031. Regular reviews on this will take place. We have a strong record for applications and grants, but we are not in a position to give guarantees.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- Both HRSO posts will offer cover and support during peak busy times and over annual leave etc.
- Working with the HR Manager and appropriate line manager(s) to have administration oversight for the recruitment and onboarding of new employees or relating to changes within teams and departments.
- To monitor the recruitment inbox via outlook and ensure appropriate responses and timetables are adhered to for external and internal appointments.

- To support line managers with the practical arrangements for all recruitment and onboarding referencing the HR checklists for every post to ensure consistency in approach and to keep track at all times on recruitment timetables and needs.
- To issue contracts of employment as directed by the HR Manager and to follow up recruitment paperwork as directed e.g. references, right to work evidence, payroll forms etc.
- To ensure every new starter has a welcome pack and is set up with arrangements.
- To ensure every new starter has a confirmed probation and induction plan and keeping track of time including recording all onboarding required training and reporting any lapses or challenges to the HR Manager.
- To set up quarterly welcome events for new staff in liaison with Communications and Learning & Development.
- To ensure accurate data and recording for reporting purposes.
- Setting up staff on the Access People HR system and inviting them to join, inputting their working pattern and holiday allowances.
- Ensure accurate personnel records are kept in accordance with GDPR legislation.
- To be involved in one-off projects as required in relation to HR e.g. engagement surveys of previous new starters, training.
- To assist the HR Manager where required, including policy and procedure reviews annually.

The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, GDPR, confidentiality and equal opportunities.

The post holder is required to:

- Support the ethos, aims and objectives of the Sheffield Diocesan Board of Finance
- Keep up to date with developments in their area of work.
- Participate in performance management and appraisal/personal development reviews.
- Engage in training and continuous professional development activities.
- The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.

*This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time, in full consultation with the post holder, to meet the needs of the Diocese.*

## PERSON SPECIFICATION: HR SUPPORT OFFICER (II)

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications/ Training</b>	A good standard of literacy including at least English and Maths at GCSE	Experience of working in a recruitment environment
<b>Knowledge</b>	Good IT skills  Arranging events Supporting diary arrangements, note taking, room bookings etc	Employee engagement initiatives and surveys
<b>Experience</b>	Customer service approach /experience or contributing to HR services in a small to medium sized organisation.	Charity or church sector experience and understanding
<b>Technical/Applied Skills</b>	Use of guidance to draft bespoke policies and contracts  Comfortable with technology for communication, data-bases and many Microsoft office products.	Some experience of a faith community would be helpful  Safeguarding /safer recruitment in practice
<b>Personal</b>	Curious and eager to learn  Able to take delegations of tasks and direction  Aware of the importance of respecting and valuing diversity and equality.  Calm with an eye for detail	Able to maintain boundaries between work and personal life

**Updated July 2025**