



# Application Pack Human Resources Manager

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January 2021



## About Lincoln Cathedral

The Corporate Body of the Cathedral Church of the Blessed Virgin Mary of Lincoln (to give it its proper title) is first and foremost a church, the seat of the Bishop of Lincoln and a centre of worship and mission led by the Cathedral Chapter. A minimum of three services take place each day of the year. It is the principal 'mother' church of Lincolnshire and holds many of the county-wide services of celebration, commemoration and memorial. Lincoln Cathedral is a place of pilgrimage, where people come to seek God, to learn more about faith, or to take time out of a busy day for quiet reflection. It is a place of welcome and hospitality where all of any faith or no faith are encouraged to feel at home.

There is a real richness and variety in the way the Cathedral building is used. We welcome thousands of visitors from across the world, and provide floor, tower and roof tours throughout the year. Many hundreds of children visit during our annual schools' festivals; Church Schools Festival, Infant Schools Festival, Secondary Schools Festival and we offer schools' tours and trails throughout the academic year. Significant musical and dramatic events take place, whether it is a visit from the Hallé Orchestra; or the thought provoking musical Jekyll & Hyde; Mystery Plays; or international pop musician Ian Anderson, of Jethro Tull fame, coming to perform.

Lincoln Cathedral is an exceptional building, and continues to inspire and delight people from around the world. We rely on an exceptional team of employees and volunteers to ensure that the full range of its activities is worthy of its mission and its commitment to the community.

## Role Summary

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The Human Resources Manager will provide a comprehensive HR service which will ensure that managers and employees of the Corporate Body of Lincoln Cathedral, and its subsidiaries, are equipped with best practice skills and knowledge to foster a high-performance, nurturing and rewarding culture.

## Main Particulars of the Post

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<b>Salary range:</b>	£28,000-£35,000 (FTE) per annum
<b>Contract:</b>	Permanent, Part-time (0.6)
<b>Location:</b>	The Chapter Office, Priorygate, Lincoln, and homeworking
<b>Accountable to:</b>	Chapter Clerk
<b>Accountable for:</b>	Volunteer Officer, Safeguarding Officer
<b>Pension:</b>	All eligible employees will be automatically enrolled in the Pension Builder 2014 section of the Church Workers Pension Scheme operated by the Church of England Pensions Board.
<b>Working hours:</b>	21 per week, flexible
<b>Holidays:</b>	138.6 hours per annum inclusive of bank holidays
<b>Other:</b>	The post will be subject to two satisfactory references

## Key Responsibilities

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- Manage complex employee relations casework include dispute resolutions, disciplinaries, grievances, absence, retirement and redundancy
- Oversee the management of HR records (including training records) and the management of the HR systems

- Apply HR and business knowledge evidencing appropriate decision-making skills
- Advise managers on the terms and conditions of employment and share knowledge about best practice with them
- Develop HR policy and procedures to drive performance and mitigate disputes
- Implement a learning and development policy and manage the training schedule
- Provide first line advice on current and existing benefits for employees and managers, and ensure consistency and benefits and terms across the institution
- Support payroll, prepare pay memoranda and keep the finance department apprised of any changes
- Provide advice on recruitment and selection strategies
- Support the recruitment process, by assisting with the preparation of job descriptions, preparing application forms, managing the anonymous shortlisting process, preparing interview questions and managing the interview process, including the implementation of safer recruitment requirements.
- Be responsible for all training records for staff including ensuring that all relevant Health and Safety courses are attended and up to date as per regulations.
- To support, and where appropriate implement, good safeguarding policy and practice throughout the organisation
- Carry out inductions for new members of staff
- Manage talent and succession planning
- Drive alignment between HR strategy and the institution's strategic goals
- Continuously monitor and review the staff handbook and HR policies and procedures and implement changes where necessary

- Participate in the implementation of specific projects, procedures and guidelines to help align the workforce with the strategic goals of the organisation
- Support change management processes

## Personal Specification

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### Essential

1. Substantial experience (at least five years) as an HR generalist
2. Level 7 CIPD qualification
3. Successful track record in contributing to HR case work, including disciplinary and grievance procedures
4. An up-to-date and comprehensive knowledge of employment law and its application across the full range of HR issues
5. Experience of delivering a customer-focused HR service to managers, staff, applicants and candidates
6. Experience of planning and implementing operational change
7. Experience of promoting good safeguarding practice within HR practice
8. Exceptional people skills with an ability to build and maintain relationships with supporters, stakeholders and influencers. Highly diplomatic with experience of dealing with a wide range of people.
9. Excellent verbal and written communication skills with the ability to communicate at all levels within the organisation and externally.
10. Excellent IT skills – evidence of competency in Microsoft Office, internet and e-mail, with a willingness to learn new systems.
11. A committed collaborative team player who is able to work with a wide range of people both internal and external to the Cathedral.
12. The ability to work in sympathy with the vision, mission and purpose of Lincoln Cathedral

### Desirable

13. Postgraduate qualification in human resource management
14. Experience of delivering Internal training to small staff groups, including to management

## **Interview and selection process**

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Please submit your application using the application form. A CV is not an acceptable substitute but may be attached as an additional document if you wish.

Closing date for applications: Midday Monday 1 February 2021

Interview date: Thursday 11 February 2021

**Applications by email to:** [recruitment@lincolncathedral.com](mailto:recruitment@lincolncathedral.com)

## **Safeguarding**

Every person has a value and dignity which comes directly from creation of male and female in God's own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as having the Holy Spirit within them and therefore to protect them from harm. We follow the policies adopted by the Church of England and Diocese of Lincoln.

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children, young people and all adults;
- The safeguarding and protection of all children, young people and adults when they are vulnerable;
- The establishing of safe, caring communities which provide a loving environment where there is "informed vigilance" as to the dangers of abuse