

**People Services Partner**

**(Representative Body)**

The historical Church in Wales is an organisation which is on a path of boundless transformation; an organisation whose key focus is being an integral part of community life throughout Wales and supporting all people with the challenges of today. Events of the past 12 months or more have driven our pace of commitment to remain central to our communities. We have an unwavering determination to continuously improve, to modernise, to embrace change whilst ensuring the people around us remain at the heart of all that we do.

As part of the Church’s progression, we are developing a new People Services team. This will be a fundamental part of our organisation with the key focus to make a real difference to not just the staff of the CinW but also in supporting the Church’s work within the wider communities. A team which will promote best policy and practice and to be demonstrable in our commitment to people; a team which is true to the values of openness and honesty; a team who are creative, passionate and show unshakable respect and sincerity to win the hearts and minds of all; a team who seek to truly make a difference through taking a collaborative journey as we work hard to achieve the very best.

**Purpose of the Role:**

As part of the new team, the **People Services Partner (Representative Body [RB])** will provide a comprehensive, proactive and efficient first line People Services partnership offering generalist, operational and strategic advice, guidance and support to the staff and management of the RB including the National Office, St. Padarn’s training establishment, Bishops’ PA’s and Parsonage Inspectors etc. The role will foster constructive working relationships in support of the achievement of departmental and wide organisational objectives. The People Services Partner will provide both strategic and operational advice support and guidance on a range of People Services interventions and activities. In doing so, supporting managers to developing their teams in the short, medium and longer term. Reporting to the Director of People Services you will work closely with the People Services team as a whole.

**Job Description**

**People Services Partner**

**(Representative Body)**

**Salary:** Grade E; Scale Point 25; salary £34,471

**Location:** Hybrid of WFH and Callaghan Square, Cardiff

**Contract:** Permanent

**Reporting to:** Director of People Services

**Hours of Work:** Full time; 34.75 hours per week

**General Duties and Responsibilities:**

* Oversee and provide professional, proactive and comprehensive generalist People Services to your operational area of the business;
* To provide an Establishment List each month/quarter for your operational area which will form part of the wider report to be submitted to the Director of People Services, CEO and People Committee;
* Provide a solution focused, confidential advice and guidance service on a range of (sometimes) complex employment matters;
* Support the development, implementation and evaluation of all People Services policy and procedure which provide for an effective and professional employment relationship;
* To be the subject matter expert in relation to people policy and practice, ensuring the Church in Wales is kept up to date and responds promptly to changes in employment legislation and practice;
* To be responsible for identifying and effectively managing (with the purpose to reduce) Risk within your area of responsibility from a People Services perspective.
* Ensure presence and informed contribution as a people expert at various meetings within your operational area, sharing relevant information with the wider People Services team and implementing effective practices to bring continuous improvement to the service.
* Support the development of a positive organisational culture, advising, coaching and supporting managers in the development of strong performing and engaged teams and individuals to drive sustainable organisation performance.
* To be an advocate in the engagement of all staff within your operational area; sharing effective communications; effectiveness of message management; creating visibility for support; identifying and maximising skills and talent and encouraging continued personal development;
* As part of the People Services team, to identify, design and implement relevant learning and development solutions which are relevant to support the development of the organisation through its people;
* As part of the People Services Team, identify, analyse and present analytics (key performance indicators) for your operational area as part of a wider KPI report. To support the visibility of the People Services team and in bring continuous improvement with an evidence-based approach to initiatives and solutions;
* Undertake effective succession planning and support associated talent management in your operational area.
* Provide sound advice, planning and legislative guidance in the implementation of relevant and effective organisational change;
* Provide effective support and to undertake People Services projects and initiatives under the guidance of the Director of People Services in accordance with the People Strategic and Operational Plan;
* Be a key member of the People Services Team working closely with colleagues to deliver the objectives of the People Services department; to be a key contributor in the development of the People Team including contributing constructively to team meetings;
* To generate the required reports, analysis and business cases to support People Services strategic and operational delivery.
* Together with team colleagues, prepare the People Committee agenda and associated papers for each quarterly meeting; to take the minutes at the meeting, to record the action points and circulate to the attendees following approval from the Chair.
* To take ownership for your continued learning and development to ensure you maintain compliant and up to date with employment legislative change, implementation, case management, policy and procedure.
* To undertake any other reasonable duty or task as requested in line with the job role and within your capabilities.

**Specific Duties and Responsibilities**

This role is to provide specific responsibility for the employees of the Representative Body including the National Office, St Padarn’s, Bishops’ PAs, Parsonage Inspectors etc.

This role is to also have specific responsibility for the following key areas:

* To be an advocate for the development and delivery of the Welsh Language Policy throughout the Church in Wales
* To be the People Services Team representative on the wider Health and Safety Committee which is particularly focused on Covid Safety at this time;
* To ensure all job descriptions across the business accurately reflect the roles being undertaken; to set up a file of job descriptions which promotes visibility and transparency when dealing with salary discrepancies;
* To identify and develop an appropriate Job Evaluation system and policy which ensures salary parity and an evidence base which supports the setting of appropriate and competitive salaries;
* To be responsible for the annual reporting of Gender Pay across the organisation ensuring pay gaps and risk areas are identified; to recommended solutions for salary parity;
* To identify and develop an appropriate benefits portal for all Church in Wales employees and office holders/Clergy; promoting this as part of a wider employee/office holder employment package;
* Together with the People Services Partner (Office Holders), to identify the requirements for Occupational Health for all employees and office holders and to research and identify an appropriate provider which supports their needs and expectations of support
* To manage the relevant pension administration for all Church in Wales employees and office holders/Clergy. This function is to be worked collectively with the People Services Co-Ordinator.
* To work directly with the People Services Co-Ordinator to ensure timely and relevant information from the People Services team is included in the monthly all-staff newsletter for the Provincial Office.

**Policy, Process and Procedure**

The role will be underpinned by key policy and process, for example:

* Leading on or supporting disciplinaries
* Leading on or supporting grievances Case Management
* Managing performance/performance improvement planning
* Absence management and supporting attendance
* Annual Performance Review/Appraisals; 1-2-1’s/continued conversations
* Agile working – what is the future working pattern/s?
* Advising on and facilitating changes to terms and conditions of employment on both an individual and collective level
* Ensuring compliance within your operational area to the Code of Conduct/Respect Charter
* Ensuring compliance within your operational area to GDPR
* Supporting health and wellbeing from a wider and proactive perspective

**Key expectations:**

The Church in Wales is an organisation that actively values diversity and implements equality of opportunity. All staff are required to adhere to behavioural standards that ensure that all employees can carry out their duties in an environment that promotes dignity, fairness and respect and is free from unlawful discrimination.

* Promote equality, diversity and inclusion, ensuring that this commitment is reflected in all of our practice and play a key role in ensuring equality of opportunity and a working atmosphere where everyone is treated with dignity and respect. The Church in Wales is an organisation that actively values diversity and implements equality of opportunity. All staff are required to adhere to behavioural standards as detailed within the Respect Charter that ensures that all employees can carry out their duties in an environment that promotes dignity, fairness and respect and is free from unlawful discrimination.
* Comply with the Church in Wales Data Protection Policy and ensure all sensitive data is always effectively protected.
* To demonstrate the expected behaviours and promote the key values of the People Services team within your day-to-day work and your relationships and interactions with all people.

**Key Values and Behaviours:**

* To be respectful to all others
* To be honest and trustworthy; maintaining strict confidence and credibility for yourself and the team
* To work collaboratively within the team and throughout the Church in Wales
* To have empathy for others particularly when supporting people through challenging situations
* To be skilled and knowledgeable in all that you do and all that you accomplish
* To be intuitive and creative in striving for continuous improvement for the People Services team as a whole
* To be the very best you can be and to really enjoy what you do
* To continuously learn and to have fun whilst doing so!

**PERSON SPECIFICATION**

**People Services Partner (RB)**

The person specification below outlines the essential experience, knowledge and skills required for this role. Evidence of competencies, knowledge & skills will be looked for throughout the selection process.

A/F = Application Form I = Interview A = Assessment

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| --- | --- | --- | --- | --- |
| **Criteria** | **Detail** | **AF** | **A** | **I** |
| **Knowledge, training & qualifications** | Holds a degree in HR Management or CIPD level 5, or equivalent qualification or experience;**Desirable**: Holds CIPD level 7  | 🗸 |  | 🗸 |
|  | In depth HR knowledge incorporating HR policy, employment law, change management, performance management, well-being and diversity and inclusion | 🗸 | 🗸 | 🗸 |
|  |  |  |  |  |
| **Experience** | Effectively working at a both an operational and strategic level to support the business to achieve its aims and objectives through its people | 🗸 | 🗸 | 🗸 |
|  | Successfully identifying and implementing suitable People Services, learning and development interventions to support organisational culture, management actions and drive continual improvement | 🗸 | 🗸 | 🗸 |
|  | Experience of designing, delivering and evaluating organisational change initiatives | 🗸 | 🗸 | 🗸 |
|  | Successfully managing a generalist (and sometimes complex) HR caseload, including tribunal processes, attendance management, performance management, disciplinary, grievance, flexible working and management of change processes | 🗸 | 🗸 | 🗸 |
|  | Effective staff management, motivating, engaging, setting clear expectations and tackling conduct and/or capability concerns | 🗸 | 🗸 | 🗸 |
|  |  |  |  |  |
| **Skills** | Ability to work with autonomy as an effective and engaged team member | 🗸 | 🗸 | 🗸 |
| Ability to build and maintain productive relationships both internally and externally | 🗸 |  | 🗸 |
| Ability to effectively manage projects, identifying key deliverables, stakeholders and measures for success |  | 🗸 | 🗸 |
| Ability to constructively challenge, feedback, negotiate and influence using a range of approaches | 🗸 | 🗸 | 🗸 |
| Is skilled in analysing and interpreting data and evidence to deliver solutions within People Services | 🗸 | 🗸 | 🗸 |
| Is factually accurate, comprehensive, clear and precise in communication | 🗸 | 🗸 | 🗸 |
| Ability to proactively develop and implement new ways of working, systems and procedures to ensure that own work and that of the team is carried out effectively | 🗸 |  | 🗸 |
| Ability to work with confidential and sensitive information with discretion |  |  | 🗸 |
| Excellent prioritising and planning skills for own workload and that of others to ensure that tight deadlines are achieved  | 🗸 |  | 🗸 |
| Digitally competent and able to use a variety of software packages including Microsoft Word, Excel, Outlook and PowerPoint | 🗸 | 🗸 | 🗸 |
|  |  |  |  |  |
| **Other Requirements** | Actively undertakes continuous professional development | 🗸 |  |  |