

Job Description

JOB TITLE	HR Implementation Manager - Safeguarding Team (Fixed Term)	GRADE	4
REPORTS TO	Director of HR	LOCATION	London (Hybrid)
TEAM	Human Resources		

JOB PURPOSE AND OBJECTIVES

To work closely with the Senior Management Group to establish the new Connexional Safeguarding staff team as agreed by the Methodist Council.

To undertake the process of reviewing existing employment arrangements with each district and their safeguarding staff, and to lead on and implement the HR processes required to setup the new regional teams in the new connexional safeguarding employment structure. To oversee and implement financial arrangements, recruitment, and formation of new teams.

To lead the change process in conjunction with the Director of HR and Director of Safeguarding.

This is a Fixed-Term role for 18 months.

JOB DIMENSIONS

RESOURCES UNDER CONTROL

Direct reports	N/A
Resources <i>(e.g. budget control, size of operations under control)</i>	N/A

ROLE ACCOUNTABILITIES

The activities, functions and areas of accountability for the job.

1. Work alongside the Connexional Secretary, Executive Director of Finance and Resources, Director of HR and Director of Safeguarding to implement the Connexional Safeguarding staff team as directed by the Methodist Conference.
2. Consult with Districts of the Methodist Church in Britain to support them in ending their existing safeguarding employment arrangements and ensure a successful transition into the new structure.
3. Work with HR colleagues to determine what HR and employment law processes are required for the new structure to come into being.
4. Plan and establish a timeframe for any HR and legal employment processes to take place.
5. Implement and oversee to completion any HR and legal employment processes that are required.
6. Oversee the recruitment of staff into the new employment structure.
7. Oversee and implement any financial arrangements resulting from processes in establishing the new structure.
8. Once the structure has been implemented, hand over responsibility and information to relevant colleagues for ongoing oversight and monitoring.
9. To undertake any other reasonable duties appropriate with the grade of the post and / or as requested by the Director of HR.

Person Specification

GRADE LEVEL 4 – REFER TO THE GRADE DESCRIPTORS

	Essential	Desirable	Assessment Method
Education and Training			
Undergraduate degree or equivalent		X	A + Q
Qualification in change management delivery		X	A + Q
Chartered Member of CIPD (Chartered Institute of Personnel and Development)	X		A + Q
Proven Abilities, Knowledge and Skills			
Experience of leading the management of change via transformational change programmes	X		A+I
Experience of overseeing and implementing legal employment processes during a change initiative	X		A+I
Proven ability to manage stakeholders on complex/sensitive programmes and at senior staff levels	X		A+I
Proven ability to engage with senior stakeholders to surface and resolve sensitive issues related to the change and to overcome significant resistance to change	X		A+I
Extensive knowledge of employee law processes and data protection legislation	X		A+I
Strong interpersonal and communication skills and a proven ability to develop, maintain and enhance relationships with individuals in different settings within a large organisation	X		A+I
Experience of project planning, management and delivery throughout change initiatives	X		A+I
Strong people and stakeholder management, using a high degree of emotional intelligence to foster positive relationships	X		A+I
Personal Qualities			
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church	X		A+I
Knowledge of or desire to learn about national church governance processes		X	A+I
Proven ability to work collaboratively with colleagues, and others, including volunteers.	X		A+I
Professional and positive approach, with a commitment to professional development and self-improvement	X		A+I
Demonstrate awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the Church's life	X		A+I

Method of Assessment: A – Application Form; I – Interview; W – Written exercise; P – Presentation;
G – Group exercise; Q – Proof of qualification (certificates or transcripts)
(We reserve the right to assess any other aspects of the role in a format not previously described)

TERMS AND CONDITIONS

Health and Safety:	The post holder will be subject to the Methodist Council's Health and Safety policy						
Equal Opportunities:	The post holder will be subject to the Methodist Council's Equal Opportunities policy						
Physical Conditions:	Open plan office accommodation						
Remuneration:	£50,000.00 per annum, circa depending on experience						
Hours of Work:	<p>5 days per week</p> <p>The normal hours of work will be from 9.00am to 5.00pm with an hour for lunch.</p> <p>A flexi-time scheme is in operation, core-working hours are 10:00am to 12 noon and 2:00 pm to 4:00 pm. With the prior agreement of the line manager, the working day may commence from 8:00 am and will finish no later than 6:00 pm. The flexi-time policy should be referred to for further information. Some flexibility in working hours may be required due to the nature of this post and the work of the team. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.</p>						
Holiday Entitlement:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">During the first to fourth years</td> <td style="text-align: right;">25 days</td> </tr> <tr> <td>During the fifth to ninth years</td> <td style="text-align: right;">28 days</td> </tr> <tr> <td>During the tenth and subsequent years</td> <td style="text-align: right;">30 days</td> </tr> </table> <p>In addition, Bank Holidays and an extra three days at Christmas and New Year.</p>	During the first to fourth years	25 days	During the fifth to ninth years	28 days	During the tenth and subsequent years	30 days
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During the fifth to ninth years	28 days						
During the tenth and subsequent years	30 days						
Sick Pay:	Entitlement in accordance with the Methodist Council's terms and conditions of employment						
Pension Scheme	There is a pension scheme that all eligible lay employees will be auto-enrolled on to. Employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.						
Probationary Period:	Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally six months.						
Season Ticket:	Season ticket loans are available after the satisfactory completion of the probationary period.						