

**JOB DESCRIPTION**

**JOB TITLE:** HR Business Partner

**Responsible To:** Executive Director

**Purpose of Job:**

To support sustainable Ministry performance through people and to be responsible for the development of the HR strategy, the operation of the HR function and ensuring that the Ministry operates within the law and upholds and promotes good employment practices.

**Key Accountabilities:**

**Leading HR Function**

- Develop an integrated HR strategy that mitigates risk and delivers the changing needs of the Ministry.
- Provide managers with an assessment of their current and future people risks in relation to key skills and resourcing
- To build management capability and embed good performance management practices
- To support managers to manage all aspects of change.
- To lead and influence change at a functional level across the Ministry.
- To regularly assess the organisations culture and ability to deliver agreed strategy and goals and mitigate the risks.
- To use data and metrics to identify potential issues and to measure and improve employee engagement
- To support managers to embed learning and development across the ministry
- Advise on HR legal and employee relations matters to ensure consistency, legal compliance, and risk mitigation.
- Plan and implement HR initiatives and projects that are aligned to and support ministry growth.

**Managing HR Function**

- Manage all HR systems, employee benefits and salary benchmarking
- Manage all recruitment and selection processes.
- Provide support and training to line managers on good practice recruitment and selection processes and procedures.
- Ensure that all job descriptions are up to date and regularly reviewed.
- Arrange onboarding and induction programmes for new employees
- Ensuring that all employees are issued with a contract of employment.
- To oversee the annual salary review process and make recommendations to the Executive Director.
- Manage all employee personal data in line with good practice and legislation.
- Provide guidance on employment legislation, policy and practice to line managers, to ensure that they are working within statutory requirements and promoting good employment practices.
- To develop performance review processes that align individual goals with Ministry strategy.
- To support managers to carry out performance management effectively, that is performance reviews, goal setting, development planning, managing poor performance and giving feedback effectively.
- To provide support, advice and training for managers on disciplinary, grievance and capability issues.
- Responsibility for establishing and updating all HR policies and procedures.
- Ensure that the Ministry operates in line with data protection legislation.

**Health & Safety**

- To ensure that the Ministry operates in line with statutory regulations regarding Health and Safety in the workplace.
- Carrying out or arrange the assessment of health and safety risks on the ministry's premises and ensure that any remedial action is carried out promptly.
- Ensuring that any changes to the statutory obligations of the employer in relation to health and safety are implemented.
- Arranging appropriate Health & Safety training for all staff.
- Ensuring First-Aiders and Fire Marshals receive training by accredited providers and receive regular refresher training to maintain the currency of their certificates.
- Periodically reviewing accident reports, taking remedial action to eliminate obvious risks.
- Ensuring that all employees are aware of health and safety policies and procedures, and their obligations in respect of health and safety.
- Arranging periodic fire drills. Ensuring that firefighting equipment is regularly tested and checked, and that staff are trained in its use.

**Person Specification:****Essential**

- There is an occupational requirement (Equality Act 2010, Part 1, and Schedule 9) that the post holder is a born-again spirit filled believer whose Christian walk and lifestyle reflect the ethos, teaching and core values of KCM.
- In full agreement with the Mission, teaching, ethos and statement of faith of KCM
- A mature spirit filled believer who is able to take responsibility for maintaining their spiritual development.
- Significant HR generalist experience, including at HR Manager or equivalent level.
- Excellent interpersonal, coaching, and influencing skills across all levels.
- Ability to work independently, manage priorities, and make sound, pragmatic decisions.
- Business Management experience including financial management and strategic planning
- Experience of managing and leading projects and teams through change initiatives.
- Exemplary professional integrity.
- Good working knowledge of UK employment legislation
- Ability to lead the HR agenda whilst also ensuring operational HR delivery.

**Qualifications & Other**

- CIPD qualified (Level 7)
- CIPD Membership and recent CPD (Preferred)
- Right to live and work in the U.K

**Disclaimer:**

This job description is not an exhaustive list of all responsibilities and duties. It does, however, reflect the principal job elements of this position.