



HR Advisor

APPLICANT BRIEFING PACK

September 2025





## ABOUT THE CATHOLIC DIOCESE OF PORTSMOUTH

### Our Diocese

We are the Diocese of Portsmouth, governed by the Bishop of Portsmouth, Bishop Philip Egan. We belong to the One, Holy, Catholic Church, which is led by the Bishop of Rome, Pope Leo XIV.

### The Diocese of Portsmouth

Our Diocese is spread across five counties on England's South Coast, and the Channel Islands. We are the local Church for the whole of Hampshire, Berkshire, the Isle of Wight, Jersey, and the Bailiwick of Guernsey as well as the Southern Part of Oxfordshire and the Eastern part of Dorset.

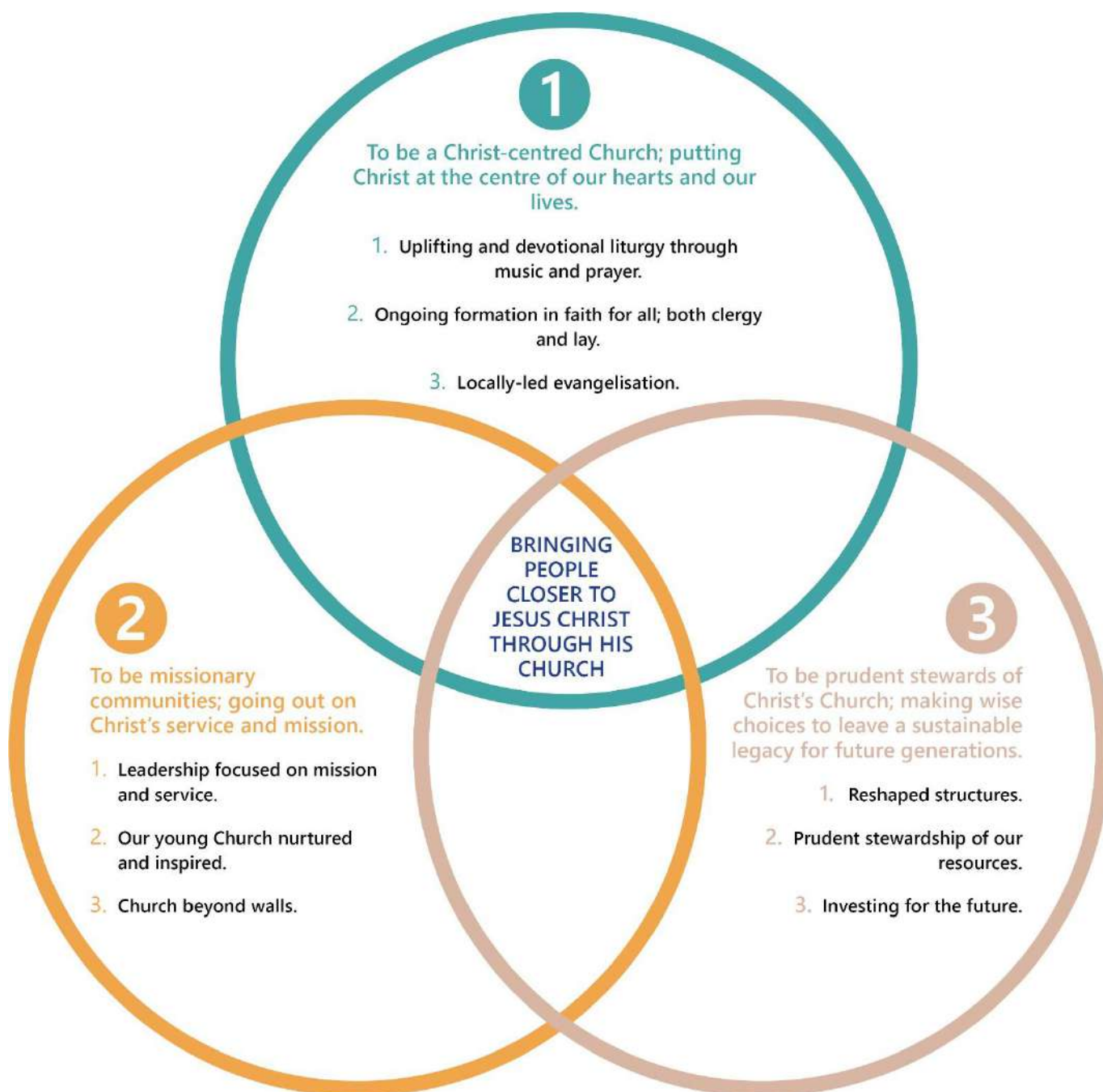
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

We belong to the province of Southwark, which covers the whole south coast from Kent to Cornwall. Our Metropolitan is the Archbishop of Southwark. Our province also includes the Archdiocese of Southwark, the Diocese of Arundel and Brighton, and the Diocese of Plymouth.



## Ten-Year Mission Plan

*You Will Be My Witnesses* in summary



## Role Purpose

Are you a motivated professional HR Advisor, knowledgeable in employment law with strong organisational and communication skills? Join our Diocese HR Team where you will have the opportunity to use your skills to make a difference.

The HR Adviser is responsible for providing expert guidance and support to managers and employees on a wide range of human resources matters, ensuring compliance with employment law, internal policies, and best practice. This role plays a critical part in promoting positive employee experience and supporting the organisation's people strategy.

Location: St. Edmund House, Bishop Crispian Way, Portsmouth, PO1 3QA. Three days a week (22.5 hrs), consideration given to flexible working subject to line manager approval.

Some occasional travel may be required across the Diocese; you will need a valid driving license and access to a vehicle.

## HR Advisor – Job Description

### Key Responsibilities

#### Advisory

- Provide advice to line managers on employee relations (ER) issues e.g. policies, performance management, end-to-end absence management including return to work meetings, reporting and occupational health referrals etc. Able to resolve complex employee relation issues and conduct investigations where necessary.
- Provide advice to managers across all policy and practice areas, for example on family friendly policies such as maternity, paternity, shared parental leave, carers leave, etc.
- Support the maintenance of existing policy documentation and make changes where applicable
- Proactively take responsibility for adherence to and implementation of HR policies
- Support line managers in the management of employees in probation, and where necessary extension cases
- Support line managers in performance management practices, objective setting and performance improvement plans (PIPs)

#### HR Analytics

- Report on HR analytics monthly and quarterly for the HR Manager, for example on headcount, sickness, recruitment analytics, staff turnover and remuneration reports.

## **Benefits and Payroll**

- Support the HR Manager with reward strategies and implementation
- Prepare payroll changes each month for HR Manager sign off
- Assist the HR Manager with annual benchmark surveys
- Support the HR Manager in liaison with benefit providers

## **Talent Acquisition and onboarding**

- Work with the HR team for efficient and accurate end-to-end recruitment in all areas across the Diocese.
- Work in liaison with the HR Administrator to coordinate and execute the Diocese recruitment processes to include working with recruitment agencies, posting job adverts, liaising with line managers for shortlisting, offers of employment to suitable candidates, and onboarding.
- Ensuring the new joiner inductions are organised and all documentation has been received and checked.
- Produce and issue relevant documentation following promotions, job title changes, salary increases and ensure that HR records are updated accordingly by the HR administrator

## **Learning & Development**

- Identify learning needs and appropriate methods of meeting needs in the most cost-effective way.
- Support the HR Manager in the delivery of training as required, including annual conferences and line manager training.
- Ensures training requirements are met to fulfil and maintain health and safety requirements such as First Aid and Fire Safety.
- Ensures that refresher training is completed for existing employees in data protection, cyber security, health and safety, and EDI.
- Be a trusted advisor and coach to line managers on people related issues.
- Ensure all documentation is completed by employees who are supported in their further training and education by the Diocese, including a Further Education Support Agreement.

## **General**

- Regular review of data integrity and updates to the HRIS.

- Support the HR Manager to drive workforce planning, talent acquisition, and retention strategies
- Deal with queries from the HR inbox to ensure effective and prompt responses
- Involvement in HR projects and new initiatives as required
- Updating of HR intranet pages.
- Contribute to HR-related projects such as organisational change, restructures, and employee engagement initiatives.
- Keep up to date with developments in employment law and HR best practices.
- Support the HR Manager with volunteer management
- Undertake other reasonable tasks as requested by the HR Manager.

### Values

- Role Model the Diocese core values of integrity, dignity, excellence, accountability, and stewardship and the ethos and values of the wider Catholic Church.

### HR Advisor – Person Specification

| Competence, Expertise and Knowledge: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Essential</b>                     | <ul style="list-style-type: none"><li>• Understands the people practices, processes and approaches across the employee lifecycle including for example, recruiting people, conducting learning needs analysis, creating talent pools, developing people policies, analysing people data, managing grievances.</li><li>• Able to apply legal knowledge and judgment to people practices</li><li>• Able to demonstrate evidence-based practice in decision making</li><li>• Proven problem-solving ability</li><li>• Understands and interprets data and analytics and its usage, and can measure their impact and value</li><li>• Able to explore stakeholder needs and concerns using a range of methods</li><li>• Experience of managing change and different approaches</li><li>• Understands and can influence the organisation to develop and maintain a positive culture and healthy working environment.</li><li>• Able to think in a systemic way to align different elements of the organisations values, culture, structures, people policies and practices to maximise organisational performance</li><li>• Ability to manage multiple priorities in a fast-paced environment.</li><li>• High level of integrity and confidentiality.</li></ul> |

## Applicant Briefing Pack – **HR Advisor**

|                  |                                                                                                                                                                                                                |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  | <ul style="list-style-type: none"><li>• Proficient in HR systems and Microsoft Office Suite.</li><li>• Minimum CIPD Level 5 qualification</li></ul>                                                            |
| <b>Desirable</b> | <ul style="list-style-type: none"><li>• Working towards or holds CIPD Level 7 qualification</li><li>• Experience of change management</li><li>• Experience in not-for-profit sector or public sector</li></ul> |

### Salary, Benefits & Location

Salary: £19,200 per annum pro rata (£32,000 FTE)

Contract: Part time, Permanent

Hours: 22.5 hours per week (3 days per week)

Location: St. Edmund House, Bishop Crispian Way, Portsmouth, PO1 3QA.

Reports to: HR Manager

Direct Reports: 0

Travel Requirement: Some occasional travel may be required across the Diocese; you will need a valid driving licence and access to a vehicle.

### Benefits

25 days holiday plus bank holidays

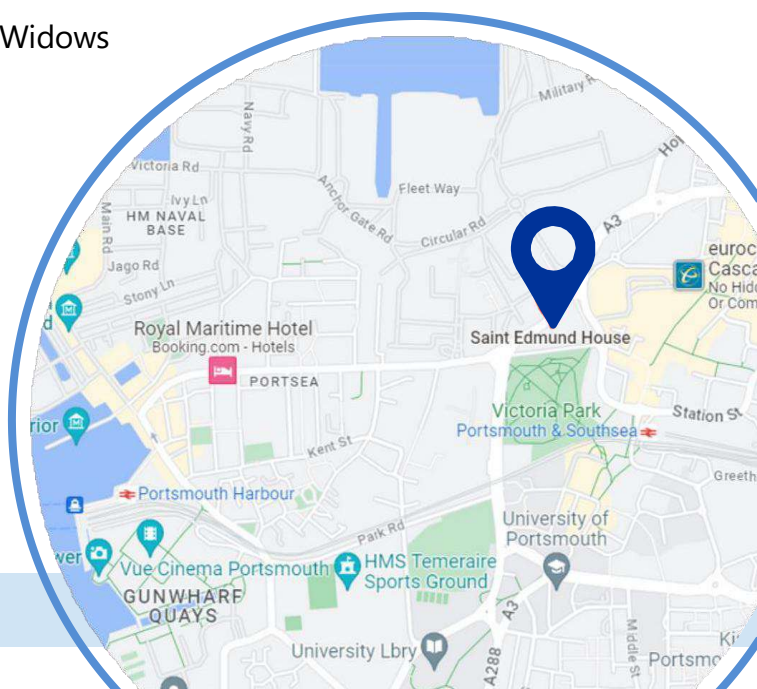
Life Assurance and Employee Wellbeing

Contributory pension scheme with Scottish Widows

Free on-site parking

### Head Office

St. Edmund House,  
Bishop Crispian Way,  
Portsmouth,  
PO1 3QA





## How to Apply

Please send a comprehensive and up to date Curriculum Vitae along with a covering letter setting out your suitability for the role and motivation in applying (no more than 2 sides A4) to [recruitment@portsmouthdiocese.org.uk](mailto:recruitment@portsmouthdiocese.org.uk) Please state 'HR Advisor' in the subject line of your email.

The Diocese of Portsmouth is an equal opportunity employer and welcomes applications from all who support the ethos and values of the Catholic Church.

The closing date for applications is Sunday 9<sup>th</sup> November at 2359 hours.

In anticipation of a high number of applicants for this role, we encourage early application as we may close this advertisement at our discretion and before the date stated.

## Interview Information

Should we wish to progress your application, you will be notified shortly after the closing date and invited to interview.

## Appointment

Any offer of employment to work at the Catholic Diocese of Portsmouth is conditional upon receipt of two satisfactory employment references, provision of relevant certification of qualifications held, and completion of pre-employment checks.

You must have a valid UK Right to Work, as the Catholic Diocese of Portsmouth does not offer UK Visa Sponsorship.

