

Person Specification



Job Title: HR Business Partner

Department: People team

Location: Coventry & Warwick

Responsible to: HR Director

Date: January 2022

Attributes	Essential	Desirable
Educational / Professional Qualifications	3 A levels or equivalent CIPD level 7 or equivalent role-based experience	Degree level qualification
Previous Experience	Advising and influencing across all organisational levels Complex employee relations case management Employee change management (org design, redundancy) Talent management including direct learning & development creation and delivery Development and operational implementation of people related policies and procedures Recruitment, selection and retention Job evaluation & reward structures including bonus schemes	Not for profit or healthcare experience Budget management TUPE Project management
Accountability for Staff & Volunteers	Direct and indirect team management of a small team	Volunteer engagement or management
Skills and Attributes	Up to date employment law knowledge Good IT application skills e.g. Word Excel & HR systems Data analysis and production Coaching and influencing managers	Midland HR I-trent system knowledge
Other	Ability to travel to and between Myton sites (Warwick, Coventry, Rugby and range of retail locations)	