

## HR Business Partner

**Primary Work location:** Warwick- with regular travel to Coventry and other Myton locations

**Working hours:** 30 per week over min of 4 days

**Salary:** £41,350 (£33,080 pro rata)

**Department:** People team

**Reports to:** People Director

**Direct reports:** HR adviser, People Resourcing and Reward Officer, People team administrator

### Myton Hospices Values



### Role purpose:

To provide proactive, comprehensive people solutions and advice for all your designated internal teams that is legally sound and supports both the Charity's strategy and our HR priorities.

### Main Duties & Responsibilities

- Influence the people agenda within your aligned internal teams to support the delivery of each area's business priorities
- Provide advice, guidance, problem solving and influence across the range of HR topics including workforce planning, talent, employee engagement and performance management
- Responsible for day to day operational HR delivery including effective employee relations case management and proactive guidance on all employee related matters.
- Contribute towards and lead people related projects and initiatives across the Charity
- Proactively support organisational design development
- Work with internal teams to improve people related metrics including attendance levels, retention, learning and development

- Contribute to the design and delivery of people development activities relevant to HR areas of expertise
- Support teams through people activities including pay review, job evaluation, resourcing and people development
- Direct and indirect people leadership within the People Team
- Proactive use of HR systems and data to support decision making and relevant interventions or activities.

### **Benefits of this role in Myton**

Myton is an amazing place to work, where the role every person plays has a positive impact for our patients, living with terminal illnesses, and their families. In recognition of this, we offer a wide range of employee benefits including a generous pension contribution, 28 days annual leave increasing with long service plus Bank Holidays, an additional leave purchase option, free on-site parking, a winter savings plan, the NHS Blue Light Card discount scheme, enhanced maternity and sick pay benefits, death in service benefit, the support of an employee assistance programme and mental health first aiders, free eye test vouchers, subsidised meals and complementary hot & cold drinks.