



POSITION PROFILE



Director of
People & Culture



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Thank you for your interest in joining Myeloma UK as our Director of People and Culture – a new and key role on our Executive Leadership Team. This is a time of significant renewal for the organisation. Having successfully served our community for 25 years, we have recently launched a new strategy that addresses the changing needs and priorities of people affected by myeloma. Our vision is a world where myeloma doesn't exist, but we need to go further, faster because people with myeloma can't wait.

This is an opportunity to play a major role in shaping the strategic development and future direction of the organisation, working with colleagues at the cutting edge of myeloma research, advocacy, and support.

Myeloma UK is the only UK charity focused on myeloma, an incurable blood cancer, and its related conditions. We provide support and influence access to treatments, while researching a cure. We are here for people affected by myeloma, for healthcare professionals and researchers – and anyone who wants to be part of the cure. When Myeloma UK was founded, the life expectancy for a myeloma patient was between 12 and 24 months. Today, the life expectancy has quadrupled to between four and eight years, with three out of ten patients living for ten years or more after their diagnosis and some for much longer. When we first began our work, there were no bespoke treatments available to myeloma patients on the NHS; today there are nine available in twelve different combinations. Twenty-five years ago, patients and clinicians had no clear guidelines to ensure people with myeloma received an equal standard of care. Today there are gold-standard guidelines built upon our work and recommendations.

This role is a significant and influential inaugural leadership position, beginning at an exciting time. We are looking for a passionate, transformational and highly experienced leader, who will provide strong people leadership and human resource management and lead our colleague engagement and equality & diversity agendas. As an organisation seeking to step-change its reach and impact, we have a strong commitment to colleague wellbeing and also strong focus on building a positive culture in which all of our colleagues can flourish. We are committed to building a diverse workforce and leadership team and are taking positive action to increase diversity throughout our charity at all levels. We welcome applications from all backgrounds and experiences. You will be joining an exceptional and passionate team, ready to make the next transformative strides forward and ensure that no-one faces myeloma alone.

If you believe you have the skills and qualities required, I hope you will be inspired to find out more!



Dr. Sophie Castell
Chief Executive



We make it possible to live longer and better lives with myeloma.

Through research and treatments, we find new ways to a cure.

Together, we support so no-one faces myeloma alone.

Myeloma UK is the only UK charity focused on myeloma and its related conditions. We ensure people affected by myeloma get the support, information and treatments they need and fund essential research towards a cure. We are here for people affected by myeloma, for healthcare professionals and researchers – and anyone who wants to be part of the cure.

Everyone's experience of myeloma is different, and each person has their own journey, but we're here to make sure no-one faces myeloma alone, and we are here for the long haul.

Our team of 78 colleagues is ambitious, determined, and agile, and we've come a long way. Together with our unique community, we have transformed treatment and care for myeloma patients. From no myeloma-specific cancer treatments 25 years ago, to a range of treatments that can be given in multiple combinations by the NHS today. We are accelerating new research and clinical trials and we're finding ways to speed up diagnosis to reduce harmful delays.

Every time we act together, we increase the pace of change. Early diagnosis will overtake delays. Personalised treatments will transform prognosis. Incurable will become curable. We can only achieve this thanks to public support through donations, fundraising and gifts in wills.

Our progress makes us optimistic, and we're gathering speed. But there is further to go, and more to do – to ensure everyone affected by myeloma can live the best life possible. Because **together we are the cure.**

Our Finances

We do not receive government or NHS funding with almost all of our funding coming from public donations and gifts in wills.



Our income for the year was £5.2m

£6.2m



Our expenditure on meeting the needs of people affected by myeloma was £6.2m



£1.9m

Our expenditure on research totalled £1.9m



From every £1 of expenditure, 71p was spent on improving the lives of people affected by myeloma



Our new strategy

We recently published our 2024-2028 Strategy '[Together we are the cure](#)' and have defined three core areas that will underpin everything we do. They reflect both people's biggest priorities today and where we believe we can deliver the greatest progress between now and 2028.

Preventing Myeloma – By focusing on earlier diagnosis and on precursor conditions that can develop into myeloma, we want to radically reduce the proportion of people who are affected by myeloma.

Treating Myeloma – By helping to deliver cutting-edge treatments, policies and care standards, we want more people to move into remission for longer, and we want to help people feel a greater sense of control over their situation.

Living with Myeloma – By improving our understanding of living longer with myeloma and by offering the best support, we want to help everyone live a full life after diagnosis – regardless of their background and the type of treatment they receive.

Within Myeloma UK and in everything we do, there are **four guiding principles** that shape both our thinking and our actions.

We will be led by people affected by myeloma - That's always been the case and it won't ever change.

We will partner with purpose - No one will make myeloma history alone. So we will collaborate and build powerful partnerships to help our impact grow.

We will be representative of all backgrounds and experiences - This is a strategy for the whole myeloma community – so we will focus more than ever on diversity and inclusion.

We will invest wisely where we can make a difference - We treasure every penny donated to us – and we will make every penny count.





Our values help make us unique; together, they shape the way we behave as an organisation and assist us in our goal to make myeloma history.



Excellence

We constantly strive for excellence in everything we are involved with, helping us achieve consistently high standards while offering well-informed support. We have expert knowledge, delivering quality in everything we do.



Compassionate

Our understanding nature underpins all conversations, meetings and interactions. This warmth helps us empathise with people in difficult situations, offering support while being thoughtful and considerate colleagues.



Passionate

Our passion encourages us to go over and above, channelling our energy positively to make significant, measurable progress. We believe in what we do. Our desire to find a cure is unstoppable, as is our drive to help those affected.



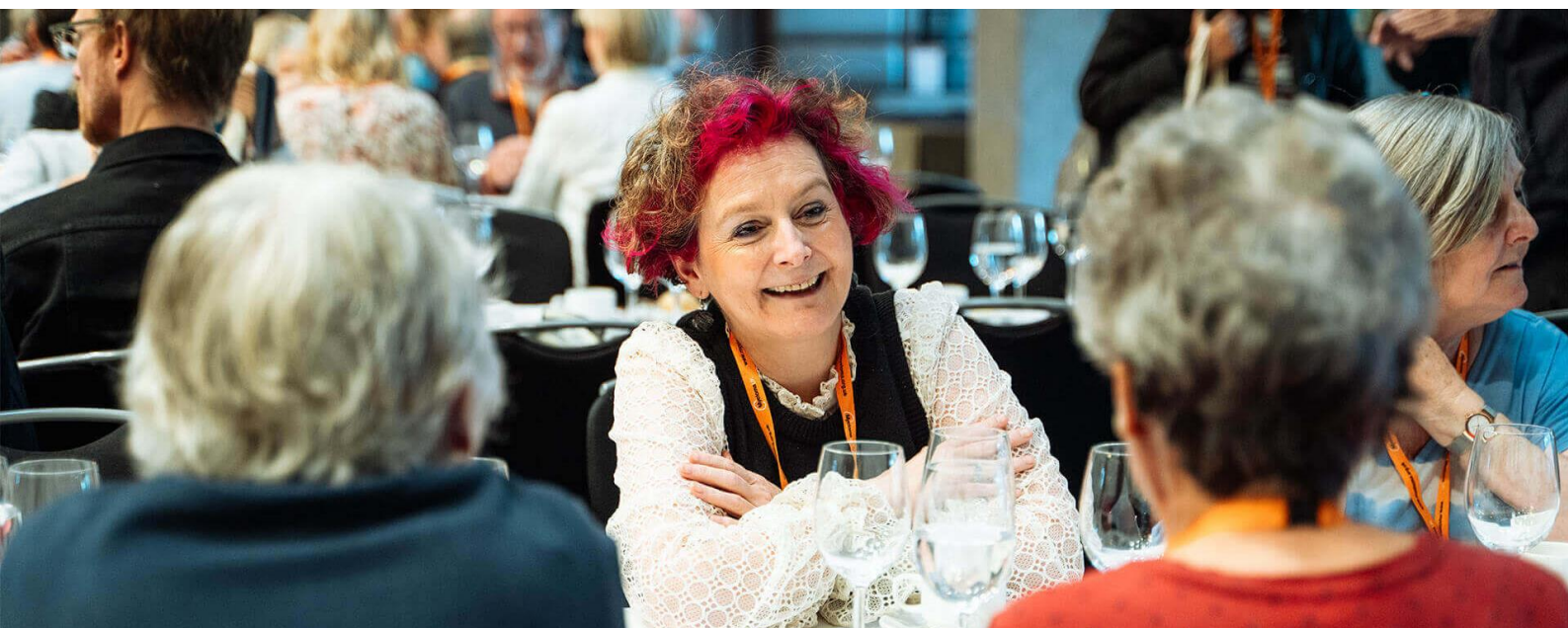
Collaborative

We are united behind our goal of finding a cure for myeloma. To achieve this, we work with and support a wide variety of stakeholders to drive progress. This collaborative approach empowers us to work as a team, share progress, knowledge and involve the right people.



Innovative

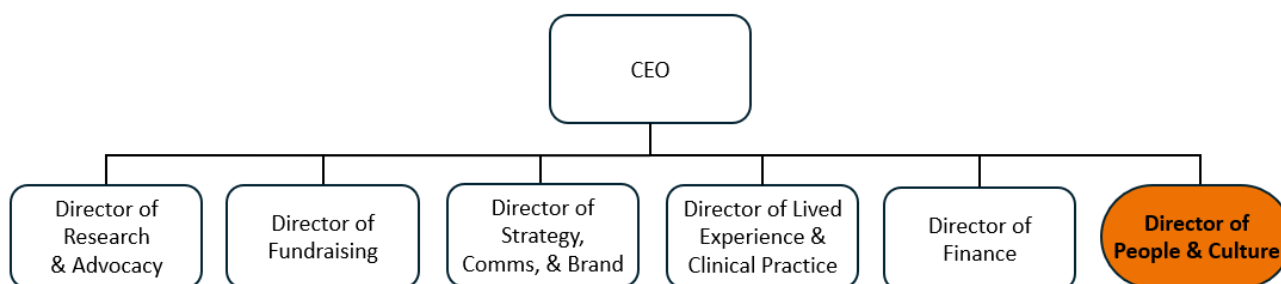
We are always searching for new ways to challenge myeloma. Our work progresses new drugs and treatments; influences policy and encourages positive change. Our ability to look at situations from a variety of perspectives allows us to explore new avenues and find the best ways to support the people we interact with.





Job Title: Director of People & Culture
Reports to: Chief Executive
Location: Myeloma UK's Offices: 22 Logie Mill, Beaverbank Business Park, Edinburgh, EH7 4HG

NB: Myeloma UK embraces agile working for all employees, with an expectation that this individual would be in the Edinburgh office at least two days a week.



Myeloma UK has the ambition to double its income over the next five years and ultimately achieve a step-change in its reach and impact. To directly support its ongoing development and growth, Myeloma UK understands that our staff are at the heart of all activities. As an organisation, we have a strong focus on building, improving, enhancing, and developing our culture.

In this newly created role, you will have the opportunity to both shape and lead the People and Culture function, embedding best practice, and developing a vision for a strategic and solutions-focused approach that directly supports the delivery of the organisation's strategic aims and future growth plans.

To have **a positive impact in the role** you will:

- Develop Myeloma UK's first People strategy, including both policies and practices, and through ongoing evaluation, ensure it continues to be effective and fit for purpose in delivering both the organisation's key strategic objectives and five-year growth plans
- Lead and embed a more proactive approach to Myeloma UK's work on Equity, Diversity and Inclusion, operating with clarity and honesty, developing best practice and enabling the organisation to develop a culture where all colleagues feel that they belong and can do their best work
- Lead our culture development programme, taking accountability for driving the transformation that will lead to improvements at individual, team, and organisational level in a geographically dispersed workforce
- Embed the organisation's defined core behaviours and values and ensure the implementation of an ethical, transparent approach to all operations
- Lead the development, delivery and evaluation of an employee wellbeing strategy that promotes Myeloma UK as a destination employer and ultimately enables the organisation to both attract and retain staff that reflect the diverse communities that Myeloma UK serves



- Establish and maintain strong and effective professional working relationships with the Executive Leadership Team, operational managers, and other staff to deliver the People Strategy and develop a reputation as an essential expert stakeholder
- Work collaboratively, as a member of an experienced Executive Leadership Team, to develop Myeloma UK's strategies, goals, priorities and outcomes and report progress to the Board

Duties and Responsibilities

- Lead and motivate the People and Culture team to consistently deliver high standards of performance and effectiveness, ensuring agreed objectives and plans are met
- Act as a coach and mentor to the People and Culture Directorate, ensuring they are highly motivated and developed, liaising with the Head of HR to ensure appropriate personal development plans are in place
- Develop and ensure implementation of effective HR management information, including metrics development and performance reporting, to directly contribute to and inform business decisions and delivery of the Myeloma UK strategy
- Continually review and ensure updating of HR policies, procedures and systems to ensure efficient and consistent services which are compliant with good management practice and legislation and also meet the current and future needs of Myeloma UK
- Ensure the timely and accurate provision of HR advice and support to managers regarding policies, procedures and practices to ensure adherence to contractual arrangements, legal compliance, good employment practice and consistency of approach
- Lead and ensure delivery of a proactive employee relations service providing analysis, advice and support to all colleagues, managers and leaders on complex employee relations cases; as well as providing effective case management and undertaking / overseeing investigatory meetings, hearings and appeals (e.g. disciplinary/ grievance/ absence) as required
- Work closely with senior colleagues to improve, enhance, and develop our culture whilst also leading the development of an effective and efficient organisational design strategy to support the delivery of our change agenda and five-year growth plan
- Build productive working relationships with external stakeholders to maintain and enhance their commitment to Myeloma UK, particularly with the Board of Trustees
- Ensure the active promotion of equity, diversity, and ultimately an environment where everyone is treated with courtesy and respect
- Embed the organisation's defined core behaviours and values and ensure the implementation of an ethical, transparent approach to all operations



As our new Director of People and Culture, you will be an experienced HR professional who shares our values and can engage, inspire and influence at all levels. Candidates should have a proven ability to provide positive and constructive challenge.

With relevant strategic HR experience, including direct involvement in the development and delivery of impactful people strategies, you will share our passion for both colleague engagement and the equity, diversity and inclusion agenda.

Focused on driving a high-performance culture, your ability to coach, inspire and empower people will be second to none. With direct experience of transforming an HR or People function, you will have the appetite to replicate this for Myeloma UK.

Skills and Experience:

- Direct experience of leading a high-performing HR/People function or team
- Relevant experience gained across the full Human Resources and Organisational Development portfolio as well as in-depth knowledge and expertise of people management practices, including complex case management, talent acquisition, performance management and employee relations
- People-centric, able to support business objectives, combined with a practical and hands-on approach to implementation
- The ability to translate strategies into operational actions and articulate good HR practice in a jargon-free and accessible way
- Experience in effectively managing and leading major change and transformation initiatives, ideally with a geographically dispersed workforce
- Detailed up-to-date knowledge and understanding of employment legislation and HR best practice with the ability to develop and implement robust people management policies and procedures
- Experience of developing HR management information, including metrics development and performance reporting, contributing to the overall performance management of the organisation
- Highly developed interpersonal skills and the ability to effectively engage with and manage relationships with a wide range of stakeholders
- The ability to work under pressure within a dynamic and changing environment, maintaining a flexible 'can do' attitude
- Creative and innovative in your approach and able to encourage others to work in this way
- A commitment to Myeloma UK's mission and the ability to advocate for the organisation internally and externally



Salary: £80,000 – 85,000

Pension: Stakeholder Pension – 5% minimum employee contribution, 7% employer contribution

Holidays: 30 days + 6 public holidays

The standard working week comprises 35 hours, Monday to Friday. Myeloma UK embraces flexible working and also operates a flexi-time scheme.

The Recruitment Process

The recruitment for this position is being managed by our advising consultants, Livingston James.

Livingston James will conduct initial conversations before discussing candidates with Myeloma UK.

Interested candidates should provide a tailored CV and covering letter, outlining their interest and suitability, to douglasadam@livingstonjames.com.

Myeloma UK is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

