



BHSF Group Limited

Compliance Business Partner

Candidate Brief

March 2022

Welcome

Our purpose - to have a positive impact on the health and wellbeing of the people we reach.

Dear candidate,

I would like to thank you for your interest in joining BHSF as our next Compliance Business Partner.

We are looking for an exceptional individual, someone who can understand our culture and values, to lead us on our journey of continuous improvement and to roll out and contribute to the development of our ambitious strategic plans.

We're a health and wellbeing provider with a long and proud history of making healthcare accessible to working people. Today, we make a positive impact on workplace wellbeing – helping to keep employees physically, mentally and financially healthy.

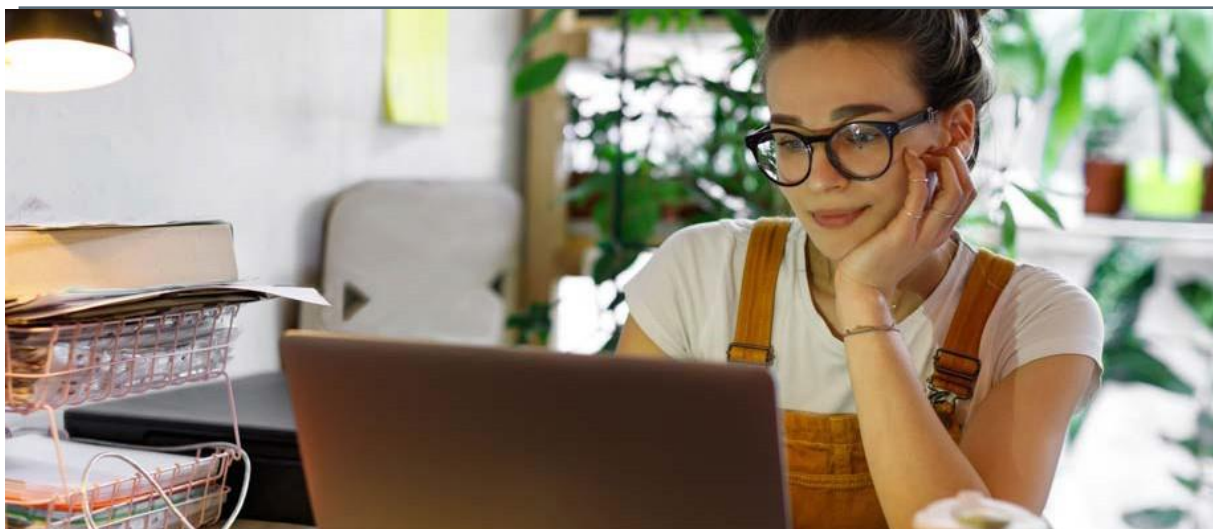
Our mission is to provide health and wellbeing products and services to help our customers care for their employees; to support colleagues' career aspirations; and to support local communities through our work with good causes.

We put employee wellbeing at the heart of everything we do. Our services range from occupational health to employee benefits, employee support to health insurances. It doesn't matter if a business has got 10 or 10,000 employees – we've got something to suit everyone. We're super flexible, too. Meaning we can get the workforce the support they need, as soon as possible. By intervening early, we can help to keep employees in work and healthy.

Our ambitions are bold and our motivation to deliver first-class services and products to our customers remains at the core of our work.

I very much look forward to hearing from you.

Heidi Stewart,
Group Chief Executive
BHSF
March 2022



The story of BHSF

We go way back, 1873 to be precise. From humble beginnings, we've helped ordinary working people get access to healthcare and we're really proud to still be doing it today! Watch our history video to find out how we've grown to become who we are.

The BHSF Group comprises BHSF Group Limited and its subsidiaries BHSF Limited; BHSF Management Services; BHSF Employee Benefits Limited; BHSF Occupational Health Limited; and BHSF Corporate Healthcare (Holdings) Limited.

BHSF Management Services (MS Ltd) provides office support and administration services to the Group. For the most part, this is limited to support functions, i.e. Finance, Risk Management, Compliance, Human Resources. Further functions are typically held in each of the individual operating companies.

BHSF Limited (Ltd) is the only insurer in the group and is a company limited by guarantee. BHSF Group Limited is the sole member of BHSF Limited. The company is structured in a manner to ensure compliance with the Financial Services and Markets Act that prevent an underwriter

from selling products provided by another line of business.

BHSF Employee Benefits (EB Ltd) is an insurance broker, selling BHSF Limited products along with a range of its own, and third-party, employee benefits solutions. It is a company limited by shares, the sole owner of which is BHSF Group Limited.

BHSF Corporate Healthcare (Holdings) Limited is an intermediate holding company for the Group's occupational health subsidiary.

BHSF Occupational Health Limited (OH Ltd) provides occupational health doctors and nurses to client organisations. It is a company limited by shares and wholly owned by a holding company, BHSF Corporate Healthcare (Holdings) Limited, whose shares are in turn wholly owned by BHSF Group Limited.

The role

JOB TITLE

Compliance Business Partner

REPORTS TO

Compliance Manager

BHSF Overview

We are a health and wellbeing provider with a long history of making healthcare accessible to working people. Today, we make a positive impact on workplace wellbeing - helping to keep employees physically, mentally and financially healthy.

We put employee wellbeing at the heart of everything we do. Our services range from occupational health to employee benefits, employee support to health insurances. It doesn't matter if a business has got 10 or 10,000 employees – we've got something to suit everyone. We're super flexible, too. Meaning we can get the workforce the support they need, as soon as possible. By intervening early, we can help to keep employees in work and healthy.

JOB DESCRIPTION

Purpose

The Compliance Business Partner will help the Compliance function to convey specific compliance messages to key stakeholders, in a clear, concise, and collaborative manner. This will include identifying those key stakeholders and aiming to further embed the Compliance Framework within the BHSF Group.

Strategic

- Assist the Compliance Manager in embedding the Compliance Framework throughout the regulated entities within BHSF Group
- Assist the Compliance Manager in "winning the hearts and minds" of the compliance stakeholders, below Senior Manager level, across the Group
- Assist the Compliance Manager to build a collaborative relationship with key stakeholders in order to improve the flow of information between Compliance and its key stakeholders

Policy

- Contributes to internal development and policy provisions across the Group including the creation of compliance policies and procedures and the communication of these across the Group.
- In line with the above, and working with the Compliance Manager, ensure appropriate elements of relevant compliance policies, e.g. Conduct Risk Policy, are included in the

overall Compliance plan, testing policy embeddedness through engagement with Compliance stakeholders

Compliance advice

- Collaboration with other departments to direct and provide oversight of compliance issues, utilising existing channels (or building new ones) for investigation and resolution
- Support the Compliance Manager in the identification and assessment of key stakeholders to the Compliance function, e.g. through use of a stakeholder heatmap
- Provide regulatory advice to the business as and when required with regard to the application of the FCA / PRA rules, to their business areas
- Support the Compliance function with the review and challenge of various business proposals, to ensure there has been adequate consideration of the regulatory requirements and evidence of appropriate actions to ensure delivery of fair customer outcomes

Regulation

- Support the Compliance Manager in communicating any regulatory change to key business stakeholders
- Work with the business to ensure accurate and timely reporting to the Regulators as and when requested

Stakeholder engagement

- Work with the business first line to ensure compliance risk controls are identified, validated and documented through compliance risk assessments
- Work with appropriate teams across the business to ensure the rules and guidance are complied with including oversight of Broker and supplier agreements and relationships
- Advising internal management and business partners on the implementation of compliance programmes
- Provide a sense check of existing regulatory and compliance controls, and providing advice and guidance in how they could be improved/implemented (utilising support and expertise from the Compliance function, as required)
- Business partner with the first line, delivering a "trusted adviser" capacity to the business
- Act as point of contact for compliance queries, and take steps to ensure consistent stances are adopted across the business
- Work with colleagues across the Information Governance, Risk and Compliance (IGRC) function in providing advice, guidance and challenge to the business of their assessment of compliance risks and controls

General

- To maintain courtesy, professionalism and high standards of presentation in all communications with customers / stakeholders and potential customers / stakeholders (whether internal or external)
- To comply with your obligations under the Company's data protection, information security and other relevant policies, when handling personal data or special categories of sensitive data
- To perform all tasks and duties when required, providing flexibility and cover in a team working environment
- Aims to help create a Risk-Aware culture within BHSF Group, championing the desired risk culture behaviours as defined by the Board
- Aims to operate within defined risk appetite levels, and within the context of the Enterprise Risk Management Framework (ERMF), Risk Strategy, and all associated policies



Person specification

Competency	E/D*	Criteria	Method of Assessment **
Experience	E	Experience of working within a compliance function	1 / 3
	E	Good understanding of regulatory handbook	1 / 3
	D	Good understanding of Insurance sales processes	1 / 3 / 5
	E	Knowledge of the FCA and / or PRA (their role as regulators within the financial industry)	1 / 3 / 5
	E	Good knowledge of risk assessment methodology, tools, and processes	1 / 3 / 5
	E	Good experience of communicating and presenting to a wide variety of stakeholders	1 / 3 / 5
	E	Good experience of managing a wide variety of stakeholders, including demonstrable ability to influence senior stakeholders	1 / 3 / 5
	Qualifications	E	A minimum of five GCSE's (or equivalent) at grade A – C
D		A-Level or equivalent	1 / 4
D		Higher Education	1 / 4
D		Compliance or risk qualification	1 /
Skills & Abilities	E	Ability to work under pressure	3 / 5
	E	Good attention to detail	3 / 5
	E	Able to multi-task and prioritise workload	3 / 5
	E	Highly numerate and able to translate numerical data into actionable MI	1 / 3 / 5
	E	Computer literate, e.g., MS Office, MS365	1 / 3 / 5
	E	Problem solving skills	3 / 5
	E	Able to work to tight deadlines	3 / 5
	E	Excellent report writing skills	3 / 5
	D	Project management capabilities	3 / 5
	E	Analytical interpretation of data	3 / 5
	E	Commercial and business acumen	3 / 5

Personal Qualities	E	Excellent written and verbal communication skills	3 / 5
	E	Able to work on own initiative	3 / 5
	E	A team player, whilst also being able to work autonomously	3 / 5
	E	Resilience and persistence	3 / 5
	E	Conscientious attitude to work	3 / 5
	E	Motivated, driven, and ambitious	3 / 5
	E	Keen to learn and develop	3 / 5
	E	Ability to engage and influence at multiple levels	3 / 5

*E = Essential criteria

*D = Desirable criteria

**1 = prior to shortlisting (CV)

**2 = test after shortlisting

**3 = interview

**4 = documentary evidence (e.g. certificate, reference)

**5 = probationary period

Terms and conditions

Remuneration

We offer a competitive salary, commensurate with experience.

and reduced gym memberships as well as access to free financial, wellbeing and legal advice.

Pension

Company Pension Scheme via Aviva

Eye test vouchers and vouchers towards the cost of glasses.

Holidays

The holiday year is January to December and annual leave entitlement is 26 days plus 8 days Bank Holiday.

Salary Sacrifice schemes via VIVUP including the option to purchase electrical goods and furniture via salary sacrifice.

Option to purchase up to 5 days extra holiday per year.

General

Life Style Leave Day for moving house or for your child starting school

Enhanced maternity and paternity leave.

Hybrid working

Refer an employee scheme – financial incentives for recommending a successful candidate to the company

Location

54 Hagley Road
Birmingham B16 8PE.

Connect App which includes 100s of discounts for shops, restaurants and hotels as well as health benefits such as 24/7 GP access, access to free counselling services

To apply

BHSF is very keen to discuss this opportunity with experience professionals who have the requisite experience, skills and resilience as well as the relationship building and inspirational leadership capabilities to undertake this challenging opportunity.

It's a very exciting time for BHSF. If you would like to play a valuable part in the future of the organisation, we would very much like to hear from you.

To apply, please click [here](#) to visit the campaign microsite to upload your resume and covering letter, stating why you are the ideal candidate for the position of Compliance Business Partner at BHSF. Please also include details of current remuneration package.

To confidentially discuss the role in further detail, please contact:

Laurence Wolahan

Business Director Hays Executive

M: 07985 443 826

E: laurence.wolahan@hays.com

Anika Ali

Researcher

Hays Executive M: 07512 160 865

E: Anika.ali@hays.com

Campaign dates

Closing date: 27th March 2022

Preliminary interviews: Early April 2022

BHSF interviews: Mid-April 2021

The above dates are subject to change.