



BHSF Group Limited

# Privacy Manager Candidate Brief

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*March 2022*

In partnership with

**HAYS** Executive

## Welcome

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*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 Privacy Manager.

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

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*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

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### **JOB TITLE**

Privacy Manager

### **REPORTS TO**

Executive Head of IGRC

### **BHSF Overview**

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### **JOB DESCRIPTION**

#### **Purpose**

To provide assurance of, and guidance to, Data Privacy / Protection, to comply with law, regulations, standards, policies, processes and procedures. Specifically:

#### Strategic

- Provides support to the Executive and IGRC functions in relation to data privacy, along with ensuring staff understand how their job role plays a role / supports the data protection framework and culture
- Provides support to the Information Governance Manager, in challenging and / or supporting the Group's strategic development; e.g. business plan, with a data privacy lens
- Assists the Information Governance Manager in reviewing, researching, developing, rolling-out, and delivering the Information Governance Strategy and Plan

#### Operational

#### Data Privacy / Data Protection

- To undertake the role of Data Protection Officer, including informing and advising BHSF employees about their obligations to comply with the GDPR, UK Data Protection Act and other data protection laws
- Taking a lead role in monitoring compliance with the GDPR and other data protection

laws, including managing internal data protection activities, raising awareness of data protection issues, training staff and conducting internal audits

- To advise on, and to monitor, data protection impact assessments (DPIA) & Data Subject Access Requests (DSARs)
- To cooperate with the supervisory authority and be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, customers, etc)
- Managing the Data Protection Framework in order to obtain the ISO27701 Privacy Management System accreditation to support the existing ISO27001 Information Security Management System (ISMS) accreditation
- Managing customer requests and tender responses for information assurance and data protection
- Liaising with all project teams across the wider business to ensure data protection is embedded (privacy by design)
- Liaising with 3rd party data protection consultants and providers

#### General

- To maintain courtesy, professionalism and high standards of presentation in all communications with current and potential customers
- To comply with obligations under the Company's data protection, information security and other relevant policies, when handling personal data or special categories of sensitive data
- 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
- Aims to help create a Risk-Aware culture within BHSF Group, championing the desired risk culture behaviours as defined by the Board
- To perform all tasks and duties when required, providing flexibility and cover in a team working environment



## Person specification

### JOB TITLE: Privacy Manager

Competency	E/D*	Criteria	Method of Assessment **
Experience	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• D</li> <li>• D</li> <li>• D</li> </ul>	<ul style="list-style-type: none"> <li>• 3+ years delivering and managing data privacy</li> <li>• Data protection (inc GDPR/PECR etc.)</li> <li>• Audit and risk management</li> <li>• Development of data privacy frameworks.</li> <li>• Information security (ISO27001)</li> <li>• Continuous improvement methodologies</li> <li>• Creation and delivery of training</li> <li>• Sector specific experience (Insurance and/or Healthcare)</li> </ul>	1/4
Qualifications	<ul style="list-style-type: none"> <li>• D</li> <li>• D</li> <li>• D</li> <li>• D</li> </ul>	<ul style="list-style-type: none"> <li>• A-Level or equivalent</li> <li>• Degree or equivalent in relevant subject</li> <li>• Formal Risk Management certification</li> <li>• Formal Data Protection certificate</li> </ul>	1/5
Personal Qualities	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Ability to work under pressure and hit deadlines</li> <li>• Resilience and persistence</li> <li>• Attention to detail</li> <li>• Organised Approach</li> <li>• Commercial and business acumen</li> <li>• Ability to think strategically</li> <li>• Strong stakeholder management at all levels</li> </ul>	1/4/6

\*E/D = Essential and desirable criteria

\*\*1 = prior to shortlisting (CV)

\*\*2 = application form

\*\*3 = test after shortlisting

\*\*4 = interview

\*\*5 = documentary evidence (e.g. certificate, reference)

\*\*6 = probationary period

## Terms and conditions

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### Remuneration

We offer a competitive salary, commensurate with experience.

### Pension

Company Pension Scheme via Aviva

### Holidays

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

### General

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

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

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

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

Eye test vouchers and vouchers towards the cost of glasses.

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.

Enhanced maternity and paternity leave.

Hybrid working

### Location

54 Hagley Road  
Birmingham B16 8PE.

## 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 Privacy Manager 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

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## Campaign dates

Closing date: 27<sup>th</sup> March 2022

Preliminary interviews: Early April 2022

BHSF interviews: Mid-April 2021

**The above dates are subject to change.**