

Team Administrator - Data Security, Privacy and Records Management (Band 4)

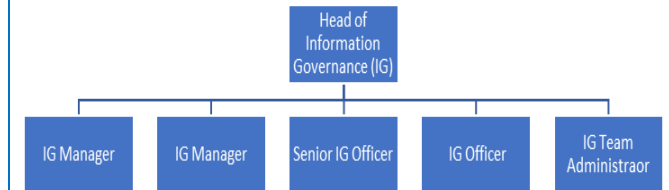
About the Role

In this role you will support the Data Security, Privacy and Records Management Team to ensure that NHSBT is compliant with all regulatory and statutory legislation such as the UK General Data Protection Regulation (GDPR), Data Protection Act 2018 Data Security Protection Toolkit and Network & Information Systems (NIST) Your responsibilities will include:-

- Supporting an exciting Data Security, Privacy and Records Management strategic agenda as an enabler of wider business strategic aims and objectives and users of our services.
- Providing administrative and secretariat support to the Head of Data Security, Privacy and Records Management and wider Team, to ensure regular and timely updates to the IG Committee.
- Supporting the Teams reporting, such as the creation and maintenance of excel spreadsheets.
- Working flexibly with the Head of Data Security, Privacy and Records Management to ensure continuity of cover and support to the function during periods of staff absence or heavy workloads.
- Providing advice and support to the function and to keep the Head of Data Security, Privacy and Records Management updated and informed of any problems or development needs drafting and issuing correspondence in answer to queries.
- Lead on the management of multiple mailboxes and triage of work across the function, including incidents, information requests and risk assessments. Acting as communication channel between the function, other departments and external agencies.
- Maintaining the quality and content of data held within the Team SharePoint site and lead on the transition from G drive.

You will be required to undertake occasional travel to any NHSBT sites and external venues to meet the requirements of the post (notice will be given)

Organisation Structure



N.B. Structure only indicative – team and role names will be updated to reflect the merger of the Information Governance and Information Security Team which has now called Data Security, Privacy and Records Management Team.

About Us

Our **Core Purpose** is to save and improve lives while demonstrating our values every step of the way

Our **ambition** is to be the best organisation of our type in the world by living our **values** every day

Our **Core Values** are: **Caring** about our donors, their families, our staff and the patients we serve; Being **Expert** in meeting the needs of our external and internal customers and partners; Providing **Quality** products, services and experiences for donors, staff and patients

About You - This section details the personal attributes we require for this role. You will need to demonstrate these throughout the recruitment process

Behaviours and Values

- **Communicating** – Friendly and approachable, able to relate to staff, donors and patients from all backgrounds, promoting NHSBT positively
- **Collaborating** – Know the importance of your own behaviour and body language when communicating and working with others
- **Leading** – Professional in matters of confidentiality, security, integrity, honesty, performance, attendance and appearance
- **Customer focused** – Demonstrate and promote high standards of quality customer care to both internal and external customers
- **Performing** – Able to use and act on feedback from others on your performance and behaviour to increase your own self awareness
- **Innovating** – Consider, suggest and be open to alternative ways of working to make continuous improvements

Experience and Knowledge

- Experience in various administrative and/or secretarial processes
- Experience of working in a busy office environment, using office equipment, handling conflicting deadlines and priorities
- Knowledge and understanding of the need for confidentiality
- Experience in producing meeting agendas, taking minutes and chasing progress on actions
- Experience of working with information technology using Microsoft Office packages (Word, Excel, PowerPoint and Sharepoint), or equivalent Systems for the creation of high quality formatted reports

Skills and Abilities

- Communicate succinctly, clearly and accurately in plain simple English, both verbally and in writing
- Be an effective team member who is able to relate to colleagues at all levels across our large multi-site organisation with tact and diplomacy
- Recognise your own job role boundaries / limits of practice and know when to ask for guidance
- Follow written instructions and ensure the services you provide are in line with standard processes and good practice, showing attention to detail
- Prioritise own workload and take responsibility for delivering results within agreed timescales and standards with changing priorities and pressures
- Use initiative to look out for issues at work, acting quickly and calmly to focus on finding a solution

Qualifications and Training

- Educated to A level, NVQ Level 3 or equivalent experience
- European Computer Driving Licence (ECDL) (part I & II) or ITQ2, or CLAIT II, or OCR (RSA) level 3 in text/word processing or demonstrable workplace experience would be desirable
- Demonstrates commitment to own continuous learning and development