

Senior Data Security & Privacy Manager (Band 8a)

Recruitment Profile - This is a summary of the Job Description and Person Specification



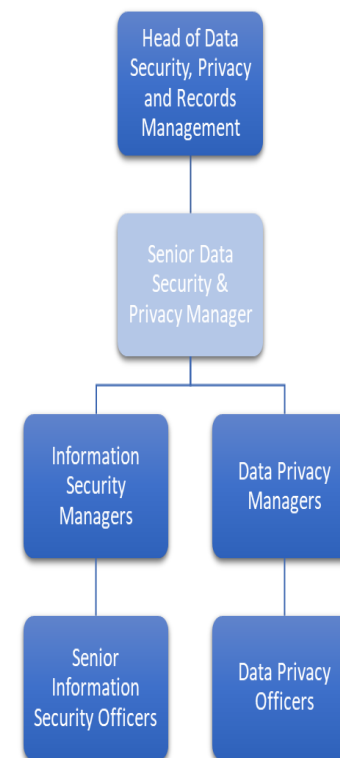
Blood and Transplant

About the Role

In this role you will play a key role in the Data Security, Privacy and Records Management (DSPR) team led by the Head of DSPR supporting all areas of the organisation. Your responsibilities will include:

- Reporting to the Head of DSPR, operationally manage the Information Security and Data Privacy functions.
 - Support the delivery of the DSPR Programme, including BAU activity and the strategic agenda to ensure Security and Privacy operate as enablers, ensuring compliance with regulatory and statutory legislation.
 - Be a point of contact for specialist knowledge in Information Security and Data Protection, providing expert guidance to the organisation and wider stakeholders.
 - Work with colleagues across NHSBT to lead on the design and implementation of our Data Privacy Framework
 - Lead on the design, development of security supplier assurance framework to ensure full assurance across our supplier base.
 - Lead on the development, update and implementation of policies, procedures and guidelines to embed Security and Privacy by Design across NHSBT
 - Develop and deliver specialist training and awareness activities in line with legislation across NHSBT
 - Lead on investigation on security incidents, escalating to the Head of DSPR and DPO as appropriate.
 - Lead on design and articulation of compliance indicators
 - Represent Data Security and Privacy as required at key NHSBT committees and boards
 - Lead on improvement areas as part of the wider strategic agenda.
 - Line Management responsibility for DSPR colleagues
 - Deputise for the Head of DSPR for the Data Privacy and Security function as required
- Required to travel and spend time away from base, which will involve working irregular hours and overnight stays when required.

Organisation Structure



About Us

Our three core principles are critical to our service, guiding everything we do and inspiring us to be the best.

- *We **care** about our donors, their families, the patients we serve, and our people.*
- *We are **expert** at meeting the needs of those who use our service and those who operate it.*
- *We provide **quality** products, services and experiences for donors, patients and colleagues.*

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

Skills and Abilities

- Be highly articulate and credible, consistently influencing and delivering inspiring, engaging, and meaningful information regarding future direction
- Build collaborative relationships and solve issues by engaging the right people at the right time
- Lead the team, accepting responsibility for achievement of business objectives and creating a shared sense of ownership for service delivery
- Engage widely with customers to seek input into setting strategic objectives and identifying new ideas and improved ways of working
- Demonstrate strong leadership, influence, and accountability for the achievement of results
- Recognise when change is required and demonstrate personal ownership for pursuing, communicating and implementing the change, whilst minimising the motivational impact on others

Experience and Knowledge

- Up to date knowledge of applicable legislation and relevant best practice within the public sector.
- Evidence of knowledge of successful change management processes.
- Experience in use of Data Privacy related systems provided by NHS Digital including DSP Toolkit and Data Privacy training Materials
- Previous contribution to successful governance in a clinical organisation.
- Previous experience in an IG/Data Privacy role.
- Experience of regulation through the ICO and/or NHS Digital
- Experience in updating refinement and execution IG/Data Privacy processes and procedures.

Qualifications and Training

- Accredited professional qualification at masters' level or clear equivalent experience in one or more of the following areas to Masters level:
 - Data Protection
 - Information Risk Management
 - Information Governance Practitioner
 - General Data Protection Regulation
- GDPR/DPO awareness
- Demonstrates commitment to own continued professional development (CPD)