



Candidate pack

Role: Information Security Analyst



British Heart
Foundation



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Appointment of Information Security Analyst

Dear Candidate,

Thank you for your interest in our role of Information Security Analyst at British Heart Foundation (BHF).

It is my privilege to lead the Technology team for one of the UK's largest charities and the nation's leading independent funder of heart and circulatory disease research.

British Heart Foundation is strong, highly effective and well respected nationally and internationally. Every day we turn to research for hope, which is funded solely by the generosity of our supporters. At BHF, we know the only way to get closer to a world free from the fear of heart and circulatory diseases is to invest in pioneering research that has the greatest potential to improve and save lives.

As our Information Security Analyst you'll work alongside our Information Security team and will be responsible for supporting several different projects and activities in the technology directorate; providing support; delivering projects to meet business needs.

Over the course of this graduate programme, you'll manage BHF's day to day Information Security business operations. The scope of the role will cover people, process and technology across all areas of BHF.

We want an exceptional colleague who exemplifies and champions our values; brave, informed, compassionate and driven. It's an incredibly exciting time to be part of our team. We are more ambitious and determined than ever – because the potential cures and treatments we need are in sight. You could be part of getting us there sooner, so thank you for your interest.


BHF is also proud that we are working towards being a truly diverse organisation, with an Equality, Diversity and Inclusion (EDI) strategy, Igniting Change, which sets out a roadmap of the changes we want to see by 2025. Our growing commitment to equality and diversity spans across our organisation and we pride ourselves in being an inclusive employer who puts diversity at the heart of everything that we do.

So, if you feel you have the skills and experience that we are looking for, and you share our determination to help fund lifesaving research, then we would be delighted to hear from you.

Alex Duncan

Chief Technology Officer





"CPR and heart surgery saved my life when I was six. Research made that happen." - Jady Briggs

About British Heart Foundation

For more than 60 years, British Heart Foundation has been at the forefront of cutting-edge research that has saved and improved millions of lives. But, despite this progress, our work is needed more than ever today. Over 7 million people are living with heart and circulatory diseases in the UK - that's our parents, grandparents, children and siblings. Heart and circulatory conditions remain the biggest killers globally.

We raise money to fund research that helps to save and improve lives, and to support people affected by heart and circulatory diseases. These diseases can affect anyone.

For over 60 years we've been a leading independent funder of research into heart and circulatory diseases. We are the UK's largest charity retailer with around 700 stores, an employee base of over 4,000, supported by a further 18,000 volunteers.

Our lifesaving work is primarily advanced through long-term investment in medical research. We have £437 million of BHF-funded research underway, with an aspiration to invest in excess of £1 billion in research over the next ten years.

We have so much to be proud of. But we know we're just scratching the surface of our true potential. And the challenges we face are as grave as ever.

There is nothing more precious than our hearts. But the tragic reality is that millions of people's hearts are at risk. Mounting numbers of people face an agonising wait for care, while many more live in hope of treatments and cures that could save or improve their lives.

At the same time, we stand at the precipice of revolutionary scientific advances. From unleashing the power of artificial intelligence (AI) and Data Science which could stop heart attacks and strokes, to finding revolutionary gene editing cures to end sudden cardiac death.

We need more support. By joining British Heart Foundation, you could help us bring hope to people living with heart and circulatory diseases in the UK.



Being a responsible charity

We've become a more socially, environmentally and financially sustainable organisation.

Our core purpose is to save and improve the lives of people affected by heart and circulatory diseases. We raise money to fund research to find cures and develop treatments for the world's biggest killers. And we are determined to do this in a responsible way.

Climate change, environmental sustainability and social inequality are some of the critical challenges of our time and are clearly highlighted in the UN's Sustainable Development Goals. Our own health is dependent on the planet we inhabit, and the way societies are structured, which are often unfair and unequal on its people. We recognise our responsibility and the important role we play in tackling these issues.

Our strategy to 2030 highlights our commitment to being a healthy and inclusive place to work and a leading force for good in society. We are proud of our progress in the area. Our retail activities contribute significantly to the UK's economy and communities. Our EDI 'Igniting Change' strategy demonstrates

our commitment to improving equality, diversity and inclusion in all areas of our work, and we have programmes underway to reduce the environmental impact in many areas – from our transport to our supply chains. But we want and need to do more.

In response to soaring energy costs, we formed an Energy Efficiency Task Force and launched an energy awareness campaign, You Have the Power, to share energy saving information with BHF colleagues and volunteers.

Overall we were able to reduce our consumption by 10% over 2022-23. We will continue to explore energy efficiency improvements and to give our staff and volunteers more power to reduce energy consumption while providing a safe and comfortable working environment.

Funding animal research is not a decision we take lightly. You can read more relating to our commitments in research [here](#).

Our strategy to 2030

Inspiring support, accelerating breakthroughs,
saving lives.

BHF has never been more needed.
But we're poised and ready to meet this
moment.

Our strategy is a commitment to
helping achieve this vision, and sets
out the objectives and activities we will
prioritise in the years ahead.





Team BHF attending
Birmingham Pride 2023

Equality, diversity & inclusion

Our push for equality, diversity and inclusion takes many forms, including how we manage our organisation, and how our research funding helps to tackle health inequalities.

Reducing heart and circulatory disease health inequalities is an important part of our strategy to 2030. The ongoing work of Kaleidoscope, our equality, diversity and inclusion group, as well as our Research Inequalities Working Group, demonstrate a similar commitment to improving equality, diversity and inclusion for our staff and volunteers. We want BHF colleagues to have fair progression opportunities and to embed a more open and inclusive culture. Our EDI strategy, Igniting Change, sets out our roadmap of the changes we want to see by 2025.

Our Kaleidoscope group is made up of representatives from across the organisation. Our activities encompass accessibility to work for those with care responsibilities, working parents, those with disabilities, different age groups, ethnic minorities, LGBTQ+ and many more strands of diversity.

We have a number of 'affinity groups' within the organisation. These include spaces for working parents, different religious, racial and ethnic groups, the LGBTQ+ community and those with disabilities. These are designed to be spaces for colleagues to feel connected, included and heard.

Whilst working for BHF, you will be actively encouraged to bring your true self to work. You'll find a culture where colleagues are inquisitive about diversity and keen to get involved in all activities that make individuality part of what we do every single day.

We want to fund lifesaving research for everyone. We can help to achieve this by welcoming colleagues from all backgrounds to come and be part of our BHF family.



Building an inclusive and supportive environment

Many heart and circulatory diseases are diseases of inequality. We are committed to funding lifesaving science for everyone, and we are committed to being an inclusive employer.

At BHF we want to ensure our workforce reflects the general population of the United Kingdom, so we can better represent the experiences and voices of the communities we support. A more diverse, inclusive, and fair BHF will not only improve the quality of what we do, but the impact we have.

Staff engagement

Listening to our colleagues, and understanding what matters, is always the first step in improving the employee experience.

Our wide-ranging employee survey received record support (69%), and attracted 19,000 comments and views. Our engagement score, one of the most important measures we track, was maintained at 7.5 out of 10.

Heartfest

In June 2022 we held our first Heartfest, an online festival that brought BHF colleagues together to celebrate our work and give everyone a chance to reconnect with each other and to our cause. The various interactive sessions featured colleagues, patients, researchers and supporters sharing inspiring stories, with music and wellbeing sessions adding to the festival feel.

Heartfest returned in 2023, bigger and better, and incorporated both online and in person events at BHF offices and shops across the UK.



Becky's story

Becky Newham, Senior Manager, Planning and Performance: "I'm 38 and have been living with sight loss since the age of 8. I've worked with various individuals across the organisation to raise awareness of some of the challenges I face and improve some of our ways of working. For me to be fully included it requires support from everyone on an ongoing basis."

Celebrating Pride

Pride is a chance for us to learn and show support for the LGBTQ+ community. BHF colleagues took part in Pride events across the country, including Edinburgh and London Pride events. Overall, the campaign has generated 262,000 bags of donated items over 2022-23.

These are our values

We are proud that the work we do is funding groundbreaking, lifesaving research that one day could see a world free from the fear of heart and circulatory diseases, including conditions such as heart attacks, stroke and vascular dementia.

That's why our values are key to defining who we are, how we do things and how we can achieve our ambitions so that every pound we raise funds the science that keeps millions of hearts beating.



We're brave

We speak out. We're decisive. We're innovative.



We're compassionate

We're open and honest. We respect others. We care.



We're informed

We're clear. We're open minded. We're work together.



We're driven

We're focused. We're determined. We keep learning.



Our benefits

We all achieve more together when we're happy and healthy

As a world class organisation, we offer competitive salaries and an attractive package of benefits, designed to support the health and wellbeing of everyone who works here.

But more than that, we provide opportunities that are completely unique to British Heart Foundation, such as going behind the scenes of cutting edge research, meeting scientists who are paving the way for future cures, and hearing from people who have directly benefited from the research we fund.

We've been recognised by the Chartered Institute of Personnel and Development (CIPD) for our Live Well. Work Well. programme and we're passionate about creating a mentally healthy workplace for everyone. From mindfulness sessions to team sports, we know there's more to work than targets.

Because we all achieve more together when we're happy and healthy.

Our generous benefits include:



Annual leave

Your work-life balance is important to us and our annual leave allowance of 30 days plus bank holidays is among the best in the sector.



Healthcare

We offer employees private healthcare, dental health cover and a contribution towards your gym membership.



Live well. Work well.

Heart health is central to our mission, and that starts with you. We provide a programme of activities, opportunities and guidance to inspire and support you to live a healthy and happy life, at home and at work.



Pension

Our generous pension scheme will support you to save for your retirement. You can contribute a minimum of 3% but can increase this to 8% or more, with employer contribution starting at 5% and increasing to a maximum of 10%.



Job specification

Job description

Job title	Information Security Analyst		
Directorate	Technology		
Team	Information Security		
Reporting to	Placement Manager	No. of direct reports	0
Agility contract type	Blended		
Location	Dual - London office (NW1 7AW) and home based		
Budgetary responsibility	NA		
Job level	6	Date	April 2024

Role summary

To manage British Heart Foundation's (BHF) day to day Information Security business operations. The scope of the role will cover people, process and technology across all areas of BHF.

The role will involve daily management of Information Security processes and tools to ensure BHF maintains a strong Information Security posture. The role will also allow exposure to project related activity as a step for development.



Key responsibilities

- Work on specific projects and business-as-usual activities in technology operations, engagement and delivery.
- Live the values and behaviours of the British Heart Foundation, and the commitment to clients, customers and supporters.
- Work with a range of project teams, taking responsibility for the delivery of specific project work including research activities, analysing and presenting information, liaising and negotiating with internal and external stakeholders and arranging meetings and briefings.
- Undertake research on a variety of topics and issues, presenting findings in a confident and professional manner using a variety of media.
- Collate and analyse information, ensuring accuracy in delivery to agreed timescales.
- Review systems and processes, making recommendations for effective and efficient changes.
- Demonstrate strong problem-solving approaches, including the ability to analyse and implement changes to service delivery, whilst contributing to improvements.
- Become a pro-active team member, playing a full part in meetings and shared and individual learning events, as appropriate and required.
- Develop and maintain documentation filing, recording and reporting systems using the information portals.
- Assist with internal customer service teams.
- Work with direct subject-matter-experts to support their workload, on technical or non-technical issues.
- Manage operational Information Security activities across the BHF.
- Ensure all documented procedures remain accurate and are suitably efficient.
- Generation and distribution of appropriate metrics and dashboards in relation to Information Security.
- Work with operational Technology teams to ensure best practice is applied to Information Security-related matters.
- Work closely with our teams to ensure appropriate security across all products and online presence.
- Undertake appropriate Information Security audits.
- Ensure Information Security compliance across the organisation.
- Maintenance of our vulnerability scanning activities and organise appropriate remediation
- Develop an awareness of threats to the organisation both internally and externally

General

- Contribute to the wider planning of the organisation.
 - Act in accordance with policies and procedures.
 - Represent the British Heart Foundation and act in a professional manner conducive to promoting a positive image
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Person specification

Criteria	Essential	Assessed			
Qualification	<ul style="list-style-type: none"> Working towards a STEM Degree, ideally in Information or Cyber Security. 	Application form			
Knowledge, skills and attributes	<ul style="list-style-type: none"> Demonstrable understanding of GDPR/Data Protection and how it might apply to BHF Practical knowledge of IT/Technology Governance best practice Capability to understand, analyse, interpret, explain, and summarise complex data and in a logical manner Ability to think ahead and demonstrate effective problem-solving skills Excellent listening, written and verbal communication skills including the ability to adapt verbal and written communication to different audiences Ability to prioritise competing tasks and balance multiple deadlines Adapt to changing environments Use a variety of problem-solving techniques to improve service Work effectively as part of a team Able to work independently, proactively seeking support where needed Professionally proactive and committed to achieving goals or targets Demonstrates a growth mindset in the work environment 	Interview			
Skill level	Project management	1	2	3	4
	Relationship management	1	2	3	4
	Logical problem solving	1	2	3	4
	Team working	1	2	3	4
	Translating and communicating complex issues to different audiences	1	2	3	4



Criteria	Essential	Assessed
Behaviours	<p>Innovation:</p> <ul style="list-style-type: none"> • Able to use your strengths effectively and set ambitious goals • Able to make progress by trying, testing, and learning • Seek insight internally and externally to find solutions <p>Collaboration:</p> <ul style="list-style-type: none"> • Able to work collaboratively, listen and identify what matters • Share insight and information openly to help everyone see the wider connections in work • Able to take responsibility for finding out what's happening across the BHF and how it relates to your team's work <p>Delivering results:</p> <ul style="list-style-type: none"> • Demonstrates pride and commitment in the work that you do • Proactive and collaborative in the way you work with colleagues • Energised and motivated by our work and goals, setting clear objectives and success measures <p>Working with others:</p> <ul style="list-style-type: none"> • Friendly, kind, and considerate in our relationships • Makes others feel valued, included and that they belong • Able to bring out the best in those around us <p>Communicating and influencing:</p> <ul style="list-style-type: none"> • Has personal impact and influences others • Willing to challenge professionally and speak out as needed • Can understand and interpret technical information and translate this in clear and uncomplicated language to the service <p>Self-Development:</p> <ul style="list-style-type: none"> • Takes personal responsibility for own development • Seeks out opportunities to learn • Actively seeks feedback to develop an increased self-awareness. 	Application form, and interview



How to apply

To apply for this role please use the apply button via the jobs page on our website. Our process involves submitting your CV and a covering letter, which should outline your interest and explain how you meet the criteria stated in the person specification

All applications are managed by our Recruitment Team. If you wish to speak with a member of the team regarding the role and your application please contact them on careers@bhf.org.uk

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early should we receive a sufficient number of applications.



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