

## Candidate Pack

Role: Information Security Analyst



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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.

Our vision is a world free from the fear of heart and circulatory diseases. A world where fewer hearts stop without warning and more of us can live well for longer with the people we love.

We know achieving this won't be easy. But thanks to decades of discovery and scientific advances – we are more confident than ever.

Together, we believe we can stop the devastation for the millions affected by these conditions. All it takes is passionate people like you standing alongside us and believing in the power of research to create a better, brighter, healthier world for everyone.

As an Information Security Analyst you'll 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.

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, setting out a roadmap of changes with want to see. Our growing commitment to equality, diversity and inclusion spans across our organisation and we pride ourselves on 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



### **About us**

There is nothing more precious than our hearts. But millions of people's hearts in the UK are vulnerable and need our help. British Heart Foundation (BHF)'s mission is to raise money to fund research that saves and improves lives and supports people affected by heart and circulatory diseases.

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.

With over £430 million of BHF-funded research in progress, we have an aspiration to invest in excess of £1 billion in research by 2030.

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, the researchers we fund really are making science fiction a lifesaving reality. From our CureHeart programme, which offers hope of a cure to 30 million people worldwide with an inherited heart muscle disease for the first time in history, to using data science and artificial intelligence (AI) to predict heart attacks before they even happen, we're proud to be backing transformational research that is changing the world.

However, we need your support. By joining BHF, you could help us bring hope to people living with heart and circulatory diseases in the UK.



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

Jadyn Briggs



## Being a responsible charity

We've continued our journey to become a more socially, environmentally and financially sustainable organisation.

Our missiom 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.

Links between environmental factors and heart and circulatory diseases are clear. Research shows that extreme weather, such as intense heat and cold, have negative impacts on people living with these conditions.

We see it as a key part of our core purpose – to make sure that we carry out our lifesaving work in a responsible way. Our progress this year has included setting our commitment to be a net zero organisation by 2045, at the latest.

This covers all areas of our activities, from direct emissions, such as the heating we use in our BHF offices and stores, to the much more significant indirect emissions from within our supply chain through to how the research we fund is undertaken.

This year we have focused our work on mapping BHF's full carbon footprint. This gives us a detailed view of where and how we can make the most impact to reduce our impact.

Our roadmap to net zero has six key areas for initial focus:

- energy efficient and zero emission buildings
- zero emissions transport
- product sourcing and suppliers
- travel and logistics
- waste and circular ecoonmy
- research funding.

These commitments form an ambitious roadmap to be an ever more responsible organisation to our planet and our people.

Sometimes the research we fund may involve animals; this isn't something we take lightly and you can read more about our commitments in research here.



## Our strategy to 2030

Rising to unprecedented challenges

We are on a mission to protect all our hearts, so no one has to live in fear of heart and circulatory diseases.

Our strategy to 2030 has guided us in making this impact. It sets out the changes we want to see in the world by 2030, and how our work will help us achieve them.

## Our vision

## A world where everyone has a healthier heart for longer

#### Our goals

What we're trying to achieve

#### Stop

Stop heart disease before it starts



#### Save

Save more lives from heart disease



#### Support

Support everyone with heart disease to live a longer healthier life



## Our priorities

How we'll achieve it

#### Inspire

Inspire support and income to power lifesaving research



#### Advance

Advance the scale, breadth and impact of cardiovascular research



#### **Transform**

Transform the information, care and support available to all people affected by heart conditions



#### Accelerate

Accelerate impact by unlocking the potential of our people, technology and culture



## Belonging

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.

An important starting point is making sure BHF's workforce reflects the general population 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.

The ongoing work of Kaleidoscope, our equality, diversity and inclusion group, as well as our Research Inequalities Working Group, demonstrate our commitments to improve equality, diversity and inclusion for our staff, volunteers, and supporters, as well as our funding activities.

We want all of our BHF colleagues to have development and progression opportunities, and to embed a more inclusive culture throughout our organisation. Our EDI strategy, Igniting Change, sets out our roadmap of the changes we want to see.

Our Kaleidoscope group is made up of representatives from across the organisation. Our activities encompass accessibility to work and progression for those with care responsibilities, working parents, those with disabilities and long term health conditions, different age groups, those from underrepresented ethnic backgrounds, LGBTQ+ individuals and many more forms of diversity, both visible and invisible.

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

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. Our equality, diversity and inclusion (EDI) strategy, Igniting Change, recognises that everyone's circumstances are unique. We are committed to funding lifesaving research for everyone, and we are committed to being an inclusive employer.

Whilst working at BHF, we actively encourage our colleagues to feel safe to bring their true selves to work. We strive to create a culture where colleagues are inquisitive about diversity and keen to get involved in all activities which make individuality and inclusivity part of what we do every single day

#### Improving diversity in research

Making the world a fairer place is an important goal, one that we are proud to contribute to by tackling inequalities in cardiovascular health, improving the diversity of our research workforce, and making BHF a more inclusive place to work. We want to have achieved greater inclusivity in the funding and the design of research, as well as in the cardiovascular research community. We have focused on collating data that defines our starting point, so we can take the right action to improve diversity.

We've published our first research funding diversity report. The report provided valuable insight that is helping us shape our future actions to address under-representation in our research community.



#### Staff engagement

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

Our highest scoring areas in the latest colleague engagement survey were goal setting, fair treatment, responding appropriately to instances of discrimination and that BHF has created an environment where people of diverse backgrounds can succeed.

#### Heartfest

In June 2022 we held our first ever 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.

Heartfest has since been a yearly event, growing each year and incorporating both online and in person events at BHF offices and shops across the UK.

#### **Celebrating Pride**

Pride is a chance for us to learn and show support for the LGBTQ+ community. BHF colleagues have taken part in Pride events across the country since 2018, including Pride marches in Edinburgh, Cardiff, Belfast and London.

## Wellbeing

We take immense pride in fostering an environment that prioritizes the health, safety, and wellbeing of our employees, volunteers, and customers. Our excellence in health, safety and wellbeing is about cultivating a culture where every individual feels valued and safe, and our commitment to creating a safe and healthy workspace has been recognized nationally, culminating in the prestigious ROSPA Gold Award we proudly received in 2023.

One of our standout initiatives is the "Live Well Work Well" project group, which plays a pivotal role in enhancing workplace wellbeing. This group organizes a myriad of activities and resources aimed at promoting and supporting mental, physical, social and financial health. At BHF, we believe that a safe and healthy workplace is the foundation of success. As we continue to innovate and grow, our commitment to health, safety, and wellbeing remains unwavering. Join us and be a part of an organization that not only values your professional contributions but also cares deeply about your overall wellbeing.

#### A flexibily connected organisation

Our flexibly connected programme allows colleagues based outside of shops and stores to work flexibly, in a way that helps unlock their best work for the cause. The programme has been engaging with our Champions network, gathering insights from colleagues through our Ways of Working Study, to continuously adapt the approach where needed. It was awarded the Best Flexible Working Strategy at the HR Excellence Awards.

Join us at BHF and be part of a team that truly cares about your wellbeing. Together, we can make a difference in the fight against heart disease while supporting each other every step of the way.



### **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 research that keeps millions of hearts beating.



#### **Brave**

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



#### Compassionate

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



#### **Informed**

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



#### 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. Our generous benefits include:



#### **Annual leave**

Our annual leave allowance of 30days plus bank holidays is among the best in the sector.



#### Health care

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



#### Family care

We offer 12-weeks' pay package for all family leave including maternity, paternity, adoption and neonatal care leave and are committed to offering returning parents and guardians the opportunity to work flexibly.



#### 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.



#### Support leave

We offer a holistic support leave of up to 10 days leave to support colleagues in time of uncertainty, where you may need to take additional time away from work to support yourself or others during a life event, such as caring



#### **Pensions**

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 description



| Job title             | Information Security Analyst            |                       |          |
|-----------------------|---|-----------------------|----------|
| Directorate           | Technology                              |                       |          |
| Team                  | Information Security                    |                       |          |
| Reporting to          | Placement Manager                       | No. of direct reports | 0        |
| Agility contract type | Hybrid                                  |                       |          |
| Location              | Dual - London office (NW1 7AW) and home |                       |          |
| Budget responsibility | NA                                      |                       |          |
| Job level             | 6                                       | Date                  | May 2025 |
|                       |   |                       |          |

#### 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 BHF, 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

#### Safeguarding

At British Heart Foundation (BHF), we are committed to creating a safe and rewarding environment for all of our people to work and volunteer. This means we have a robust safeguarding policy to ensure everyone is treated properly, and a whistle blowing service so people can raise any concerns they have confidentially.

## Person specification



| Criteria                         | Essential   |          | Asse       | ssed |   |
|----------------------------------|---|----------|------------|------|---|
| Qualification                    | Working towards a STEM Degree, ideally<br>in Information or Cyber Security.   | Applico  | ation forr | n    |   |
| Knowledge, skills and attributes | <ul> <li>Demonstrable understanding of GDPR/Data Protection and how it might apply to BHF</li> <li>Practical knowledge of IT/Technology Governance best practice</li> <li>Capability to understand, analyse, interpret, explain, and summarise complex data and in a logical manner</li> <li>Ability to think ahead and demonstrate effective problem-solving skills</li> <li>Excellent listening, written and verbal communication skills including the ability to adapt verbal and written communication to different audiences</li> <li>Ability to prioritise competing tasks and balance multiple deadlines</li> <li>Adapt to changing environments</li> <li>Use a variety of problem-solving techniques to improve service</li> <li>Work effectively as part of a team</li> <li>Able to work independently, proactively seeking support where needed</li> <li>Professionally proactive and committed to achieving goals or targets</li> <li>Demonstrates a growth mindset in the work environment</li> </ul> | Intervie | W          |      |   |
| Skill level                      | Project/Product 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 communicatingb complex issues to different audiences  | 1        | 2          | 3    | 4 |

## Person specification



| Criteria   | Essential   | Assessed                       |
|------------|---|--------------------------------|
| Behaviours | <ul> <li>Innovation:</li> <li>Able to use your strengths effectively and set ambitious goals</li> <li>Able to make progress by trying, testing, and learning</li> <li>Seek insight internally and externally to find solutions</li> </ul>   | Application form and interview |
|            | <ul> <li>Collaboration:</li> <li>Able to work collaboratively, listen and identify what matters</li> <li>Share insight and information openly to help everyone see the wider connections in work</li> <li>Able to take responsibility for finding out what's happening across the BHF and how it relates to your team's work</li> </ul> |                                |
|            | Delivering results: 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  |                                |
|            | <ul> <li>Working with others:</li> <li>Friendly, kind, and considerate in our relationships</li> <li>Makes others feel valued, included and that they belong</li> <li>Able to bring out the best in those around us</li> </ul>  |                                |
|            | <ul> <li>Communicating and influencing:</li> <li>Has personal impact and influences others</li> <li>Willing to challenge professionally and speak out as needed</li> <li>Can understand and interpret technical information and translate this in clear and uncomplicated language to the service</li> </ul>                            |                                |
|            | <ul> <li>Self-development:</li> <li>Takes personal responsibility for own development</li> <li>Seeks out opportunities to learn</li> <li>Actively seeks feedback to develop an increased self-awareness.</li> </ul>   |                                |

### 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 supporting statement, 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.

Should you need any adjustments to the recruitment process at application stage please contact the Recruitment team on careers@bhf.org.uk





