



Governance & Data Protection Business Partner

Location: Head Office/Agile
 Reporting to: Executive Director of Finance
 Responsible for: N/A

Job Purpose

This person will effectively manage all elements of Governance and Data Protection across the Group, ensuring all legal and regulatory requirements are met in a streamlined, efficient and clear manner, providing appropriate assurance to Executive, Board Members and Trustees.

Leadership and Management skills and behaviours

As managers and leaders in this business, we all have a responsibility and contribution to make to ensure we drive our success through the foundations of our proposition, vision, values and mission - each are fundamental to delivering on our ambitions for the Group and ultimately our success. We have therefore set out a framework, driven by our values, to clarify what we need and expect from our leaders and managers.

At Honeycomb Group, we're connected by a set of collective values, keeping us all working in the same direction.

Be dead genuine	Never shut the door	Chase curiosity & ambition	Be a leader in the field	Come together
Be authentic Don't take yourself too seriously Create a customer experience they'll never forget When in doubt smile	No hierachy Don't hear what you want - listen Be open & flexible Always think about others	Commit to the challenge Fuel your passion Put heart into your work Create a no-fear culture	Don't manage inspire Take initiative, step up even if it's not your job Follow your gut No blame culture Be confident	Seek value from others Be a team player Chip in when others need help Act in the best interest of everyone

Key responsibilities for area of specialism:

- Responsible for managing, maintaining and improving Group wide governance mechanisms, committees, policies, registers and records, in order to achieve the objectives in the Governance Development Plan and meet Regulatory Standards.
- Coordinate Board recruitment, induction and training, ensuring that all non-executive appointments are carried out in a professional manner.
- Contributing to the overall delivery of Honeycomb Group's Improvement Programme, including delivery of ad hoc project work and general support across the organisation.

- Manage compliance with relevant data legislation ensuring that staff, Board members and service providers understand their statutory obligations.
- Responsible for conducting impact assessments and audits to ensure GDPR compliance, maintaining records of data processing activities. Managing data subject requests for information and requests.

Honeycomb Business Partners are responsible for:

- Demonstrating credibility in their respective profession
- Partnering with key areas of the Business to horizon scan
- Maximising opportunities to improve business performance
- Demonstrating and instilling our values
- Delivering excellent performance and achievement
- Cross team advising
- Advise on actions and decisions that deliver impact in the Business
- Striving to achieve business excellence and continuous improvement
- Advising, challenging and influencing our Leadership Community

In addition to the above, our Business Partners will:

- Ensure that the Group complies with legislative, regulatory, constitutional and financial requirements and works to high professional and ethical standards in all areas of business excellence.
- Promote the Group and develop its relationships to ensure that the positive work of the Group is recognised locally, regionally and nationally.
- Maintain and develop effective external networks and partnerships with other registered providers, local authorities, funding institutions, regulators and other organisations that are crucial to the Group's work and business interests.

The right person for the role will be able to demonstrate:

- Demonstrable understanding of data protection law and practices or a practitioner certificate in data protection
- Significant experience of working in a corporate governance or Trust capacity
- Excellent organisational skills with an ability to work quickly and accurately under pressure
- Proven ability to work to deadlines and manage competing demands
- Exceptional communication skills with an ability to deliver professional yet complex and challenging messages at a senior organisational level in an appropriate and professional way
- Experience of managing and handling confidential and sensitive information in a professional and restricted manner
- Solution focussed
- Supporting a culture of continuous improvement
- Demonstrable experience of working on project delivery