

Role Profile

Role Title	Company Secretarial Administrator
Role (Job) ID	NPGCS10
Directorate	General Counsel
Reports to	Corporate Governance Manager
Role type	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Secondment <input type="checkbox"/> Contract
Line Manager responsibilities (Yes/No)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Level	15
Location	2 Thomas More Square, London. Reasonable travel.
Organisational Context	<p>Pay.UK is the UK’s leading retail payment authority, developing best in class infrastructure, standards and payment operations for the benefit of UK citizens everywhere. Our business enables a vibrant UK economy by ensuring greater access to payments, driving competition for end user needs such as better service, lower risk and greater value from payments. Every day, people and businesses use our services to get their salaries, pay their bills and make online and mobile banking payments. To consumers our operations are ubiquitous; our services are everywhere; robust, resilient and ready to move payments from payer to payee quickly or controlled, tenanted or untenanted, according to market needs.</p> <p>We are currently unifying all of the retail payment operations and talent into a single co-ordinated organisation with a primary focus on positive outcomes for end users. From this basis we will modernise the UK’s retail payments infrastructure, develop new overlay services and build a world-leading payments platform which is fit for the future. We have a once in a generation opportunity to transform payments for the benefit of people everywhere.</p> <p>Developing an organisation to achieve these goals is a fundamental step to achieving success.</p>

This document is intended to describe Pay.UK’s current thinking as to its subject matter. Please note in particular that the information contained in it is subject to change as new information comes to light and ideas are developed – without limitation, this may involve new or amended principles or the addition of detail; consistent with the above, it is issued for discussion purposes only and does not reflect any firm or final decision; to the extent that any decision is taken in relation to the subject-matter of this document, it will be communicated in accordance with Pay.UK’s policies and regulatory requirements but note that by subsequent decision, it may be amended; it does not give rise to any legal rights or obligations.

	<p><u>Directorate:</u></p> <p>The General Counsel’s Directorate provides legal advice and counsel to enable Pay.UK and each of its Directorates to meet their regulatory, statutory, legislative, commercial and strategic obligations. It also supports Participants of Pay.UK products and services with general guidance relating to their obligations under contract, law or regulation.</p> <p>The General Counsel’s Directorate also:</p> <ul style="list-style-type: none"> • Co-ordinates and facilitates Pay.UK’s corporate governance and company secretariat function, supporting Pay.UK and NPA Programme Boards (including their Directors), Pay.UK’s sub-committees, its Participant Advisory and End User Advisory Councils, Pay.UK’s executive committees and participant or executive working or operational groups. • Ensures compliance with Pay.UK’s Companies Act responsibilities. • Ensures Pay.UK has appropriate data privacy protection, and GDPR, licensing and trademark advice, as well as having sufficiently robust processes in place to manage data breaches and subject access requests if and when they occur. • Monitors and advises Pay.UK’s Compliance function, within the Risk Directorate, on our statutory and legislative responsibilities and obligations, mapping these against Pay.UK’s strategic direction, business needs and risk appetite. • Provides legal advice and counsel to Pay.UK’s Regulatory Engagement and Policy Directorate on matters requiring a legal interpretation of regulatory rules.
<p>Summary of Role</p>	<p>Provide support to the main Pay.UK Board and its Committees and Councils, including business management and administrative services.</p> <p>Prepare, collate and distribute Board and committee materials in a timely manner prior to meetings. Ensure all minutes and actions are captured effectively and that a record of agreed actions is maintained until the item is closed.</p>

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Commitment and time period	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time	100	FTE (%)
	Time period: -		
Internal & External Interactions	<ul style="list-style-type: none"> • Predominantly Board Directors • Executive Committee. • Independent Chair as and when relevant • Independent Non-Executives as and when relevant • Internal and external senior Stakeholders as and when relevant 		
Accountabilities	<p>Principal Accountabilities</p> <ul style="list-style-type: none"> • Administers the Corporate Governance Calendar. • Arranges Board, Committee and Council meetings, including liaising with Non-Executives for availability. • Schedules meetings and undertakes all of the administrative support needed to ensure the Board, Committees and Councils function smoothly. • Manages meeting rooms efficiently. Assists with diary management for Corporate Governance Manager and team. • Ensures meeting papers are made available. • Supports team with production of agendas, preparing papers and Board/meeting packs. • Collaboratively works with other team members to plan and arrange new member induction and training; manages any administration in relation to their appointment and on-going work for the committee(s). • Liaises with the Board, Committee, Councils and internal/ external stakeholders as required • Supports the Chairs as necessary to ensure that the Board, Committees and Councils operate in accordance with their Terms of Reference. • Tracks all committees to ensure that meeting dates are aligned for the best flow of information to Board to enable them to make decisions. 		

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	<ul style="list-style-type: none"> • Maintains committee work plans, action logs and meeting schedules. • Facilitates Board strategy and planning events. • Compiles required documentation in alignment with the guidance of the Corporate Governance and other members of the Corporate Governance Team or stakeholders as relevant and dealing with ad hoc correspondence from Directors, Committee and Council members, including independent Non Executives. • Collaborates closely with other members of Pay.UK Governance team to share best practice and provide support and cover as needed. • Maintains and improves governance practices and processes. <p>Additional Duties</p> <ul style="list-style-type: none"> • - <p>Other Obligations</p> <ul style="list-style-type: none"> • Data Protection <ul style="list-style-type: none"> ○ Ensure that policies and procedures are followed. ○ Comply and / or ensure compliance with Pay.UK Data Protection policy, processes and all relevant legislation. This includes maintaining team specific retention schedules, records of data processing and ensuring that any data protection risks are identified, communicated and mitigating actions put in place. ○ Maintain effective communication on data protection compliance with the CPO and DPO as appropriate. ○ Identify section specific data protection risks, and mitigating actions, communicating these to the CPO and DPO without delay. ○ When aware, communicate, in confidence, to the CPO and / DPO, data protection risks likely to impact the organisation as a whole.
<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> • Experience working with senior stakeholders, including company directors

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	<p>and board members.</p> <ul style="list-style-type: none"> • Experience in a corporate governance function.
Specific Skills	<ul style="list-style-type: none"> • Enhanced computer skills (including Microsoft Word and PowerPoint). • Excellent stakeholder engagement and communications skills, both oral and written. • Strong organisational skills. • Good attention to detail.
Qualifications and Training	<ul style="list-style-type: none"> • Educated to a degree level or relevant work experience.
Competencies	<ul style="list-style-type: none"> • In alignment with Pay.UK competency framework.

We have made every effort to accurately describe the role. Where possible we have given an indication of anticipated internal and external interactions, key accountabilities, knowledge, qualifications and experience we believe [the successful candidate][our colleagues] should possess. [During this interview we can also indicate, where possible, the specific skills, training and competencies we believe the successful candidate must demonstrate].

As Bacs, C&CCC, FPS and UKPA are brought together, our organisational design will continue to develop. Over time the expectations of this role may therefore change. We would expect and encourage [the successful candidate][our colleagues] to keep an open mind, exercising judgement, flexibility and a ‘can-do’ attitude wherever possible.

Please also note that whilst TOM 2.0 is about cross skilling, and therefore role profiles are necessarily generic, we fully acknowledge that in practice the expertise of colleagues may be focussed on specific schemes or managed services. Whilst it is right that we aspire in TOM 2.0 to achieve a greater degree of cross skilling, we will be reasonable around how we achieve this, and colleagues will not necessarily be expected to become expert in every scheme and managed service.

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Confirmation

I confirm my understanding and my agreement to the above job description.

Signed: _____

Date: _____



Version Control

Document Owner	General Counsel Directorate			
Version number	1.7			
Governance	Draft: OD	Review: ODL/CGM	Approve: GC	Approval Date:
Review Frequency		Next review date:		
Document reference				

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