

Role Profile

Role Title	Regulatory Engagement & Policy Analyst
Role (Job) ID	NPREG04
Directorate	Regulatory Engagement & Policy
Reports to	Senior Policy Manager
Role type	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Secondment <input type="checkbox"/> Contract
Line Manager Responsibility (Yes/No)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Level	16
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</p>

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	<p>achieving success.</p> <p><u>Directorate:</u></p> <p>Lead and coordinate the development of policy within Pay.UK through a robust analytical process, drawing on the knowledge and experience of other directorates across Pay.UK, as well as the policy team’s own monitoring and evaluation of the industry and regulatory environment.</p> <p>Lead, coordinate and influence Pay.UK engagement with its regulators, ensuring consistency of message and effective outcomes. This will necessitate working with regulators and industry to horizon scan, develop a strategic policy view and respond to regulatory challenges in a proactive way.</p>				
<p>Summary of Role</p>	<p>Supports the Regulatory Engagement Manager and the Senior Policy Manager with required research, analysis, preparation of publications or reports as well as in the preparations for meetings and conferences.</p>				
<p>Commitment and time period</p>	<table border="1" style="width: 100%;"> <tr> <td data-bbox="430 947 940 1025"> <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time </td> <td data-bbox="940 947 1431 1025" style="text-align: center;"> 100 FTE (%) </td> </tr> <tr> <td colspan="2" data-bbox="430 1025 1431 1102"> Time period: - </td> </tr> </table>	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time	100 FTE (%)	Time period: -	
<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time	100 FTE (%)				
Time period: -					
<p>Internal & External Interactions</p>	<ul style="list-style-type: none"> • Standards & Strategy • Risk & Compliance • General Counsel • Communications • Other Pay.UK Directorates as relevant 				
<p>Accountabilities</p>	<p>Principal Accountabilities</p> <ul style="list-style-type: none"> • Ensures that all regulatory engagement activities within remit support and align with the regulatory engagement strategy. • Supports the Regulatory Engagement Manager and the Senior Policy Manager in the delivery of all required research, reports, and publications. • Provides the required and requested analysis, reports or any other information and materials, as and when needed. • Supports the development of policy proposals taking them through 				

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	<p>internal and external processes.</p> <ul style="list-style-type: none">• Researches and analyses industry developments and external regulatory policy developments.• Owns and produces the required internal reporting tools as directed by the Regulatory Engagement Manager and the Senior Policy Manager.• Supports the Regulatory Engagement Manager and the Senior Policy Manager in making sure that recommendations of the regulatory bodies are taken forward.• Supports both the Regulatory Engagement Manager and the Senior Policy Manager in preparing for meetings, consultations or other stakeholder events. (i.e. agenda preparation, meeting briefing, meeting minutes)• Where appropriate, liaises with Pay.UK departments about the delivery of policy projects and or progress of regulatory engagement activities to in order to inform the work of the Regulatory Engagement Manager and the Senior Policy Manager. <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 and monitor that colleagues in Departments he/she partners with receive appropriate training.○ 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.
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	<ul style="list-style-type: none"> ○ When aware, communicate, in confidence, to the CPO and / DPO, data protection risks likely to impact the organisation as a whole.
Knowledge and Experience	<ul style="list-style-type: none"> • Understanding of the regulatory environment and developments related either to the financial services, the payment industry or other regulated markets. • Preferably some stakeholder and relationship management experience, ideally from within financial services, the payments industry or other regulated markets. Some experience in analysing, developing and implementing policy initiatives, preferably in financial services. Project delivery experience.
Specific Skills	<ul style="list-style-type: none"> • Strong prioritisation skills • Excellent analytical skills. • Strong presentational skills, including communicating concepts, data and trends to various audiences, in writing and verbally. • Ability to appropriately handle highly sensitive and confidential information. • Ability to develop and maintain strong internal and external networks.
Qualifications and Training	<ul style="list-style-type: none"> • Educated to a degree level or equivalent relevant 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

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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.

Confirmation

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

Signed:

Date:

Version Control

Document Owner	Regulatory Engagement & Policy Directorate			
Version number	1.9			
Governance	Draft: ODL	Review: Regulatory SME	Approve: CEO	Approval Date:
Review Frequency		Next review date:		
Document reference				

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