

Role Profile

Role Title	Implementation Manager, Confirmation of Payee Project
Role (Job) ID	2039
Directorate	NPA
Reports to	Implementation Manager, Confirmation of Payee Project
Role type	<input type="checkbox"/> Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Secondment <input checked="" type="checkbox"/> Contract
Line Manager responsibilities (Yes/No)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Level	N/a
Location	2 Thomas More Square, London.
Organisational Context	<p>Pay.UK maintains and develops the UK retail payment systems and standards that are core to the economy being able to function on a day-to-day basis.</p> <p>From Bacs to Faster Payments and cheques – we act as the single operator for all UK retail payments. We put the needs of consumers and businesses at the heart of everything we do, working in the public interest to ensure that the systems the country relies on for its banking transactions are safe, open, innovative and resilient.</p> <p>Our payment systems underpin the services that enable funds to be transferred between people and institutions. In 2018, the UK’s retail payment systems processed 8.8 billion transactions worth £7 trillion through Bacs Direct Credit, Direct Debit, Faster Payments, and cheques.</p> <p>Every day, individuals and businesses use the services we provide to get their salaries, pay their bills and make online and mobile banking payments. Our vision for the future is to enable a vibrant economy, with Pay.UK delivering the best-in-class payment infrastructure and standards for the benefit of consumers and businesses nationwide.</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.

Summary of Role	Responsible for coordinating the implementation of Phase 1 of Confirmation of Payee across the Industry	
Commitment and time period	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time	FTE (%)
	Time period: 1 year	
Internal & External Interactions	<ul style="list-style-type: none"> • NPA Programme, Pay.UK Operations, Risk & Compliance, Regulatory Engagement, General Counsel, and other Pay.UK Directorates as relevant • Participating Banks • Regulators • Providers (including Open Banking) 	
Accountabilities	<p>Principal Accountabilities</p> <ul style="list-style-type: none"> • Managing and leading the CoP Implementation Working Group and Testing Group • Detailed planning of key milestones and activities required against published Regulatory deadlines for CoP participants to be able to “receive” and subsequently “send” CoP messages • Monitoring and tracking of participant progress and readiness ahead of go live • Planning and conducting regular coordination meetings with both internal and external stakeholders • Providing regular status updates on progress to Pay.UK, UK Finance and the Payments Service Regulator • Pre and post-implementation issue management, resolution and escalation • Managing internal interaction with the existing CoP Programme, the Pay.UK Testing team and Open Banking • Managing all elements of the Implementation project lifecycle from Initiation to close out and documenting lessons learned 	

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	<p>Other Obligations</p> <ul style="list-style-type: none"> • Data Protection <ul style="list-style-type: none"> ○ Ensures that policies and procedures are followed and that staff receives appropriate training, that a local risk register is developed and regularly monitored and reviewed ○ Complies and / or ensures 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 ○ Maintains effective communication on data protection compliance with the CPO and DPO as appropriate ○ Identifies section specific data protection risks, and mitigating actions, communicating these to the CPO and DPO without delay ○ When aware, communicates, 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"> • Demonstrable experience of new product or service implementation involving multiple external stakeholders • Understanding of the financial services industry and the retail payments market, including the associated Regulatory framework • An appreciation of software architectural design, development, integration, and testing principles and procedures
<p>Specific Skills</p>	<ul style="list-style-type: none"> • Project planning and management • Communication (verbal and written) • Ability to matrix-manage stakeholder engagement and execution • Ability to act as a change agent and inspire others through conviction,

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	<p>vision, and the ability to formulate and articulate direction</p> <ul style="list-style-type: none"> • The ability to set realistic yet ambitious and measurable goals and objectives, and to manage delivery against Regulatory deadlines • Problem solving and decision making skills
Qualifications and Training	<ul style="list-style-type: none"> • Degree educated, or equivalent and relevant work experience • Relevant professional qualification (e.g. Prince2) desirable but not essential
Competencies	In alignment with Pay.UK competency framework

Confirmation

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

Signed: _____

Date: _____

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Version Control

Document Owner	NPA Directorate			
Version number	1.4			
Governance	Draft: FPM	Review: ODL	Approve: COO	Approval Date:
Review Frequency		Next review date:		
Document reference				

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