

Role Profile

Role Title	Implementation Support Analyst, Confirmation of Payee Project
Role (Job) ID	2040
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	To assist the Implementation Manager in 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 <p>Providers (including Open Banking)</p>	
Accountabilities	<p>Principal Accountabilities</p> <ul style="list-style-type: none"> ○ Collaboration with the Testing Working Group to formulate the Industry testing strategy for CoP Phase 1 implementation ○ Supporting the creation and documenting of detailed Implementation and Testing plans ○ Assisting in the monitoring of participant readiness against key milestones ○ Co-ordinating sandbox testing by participants with Open Banking ○ Contributing to the production of regular status update ○ Assisting with planning and running of internal and external meetings, including minute taking and managing the action log and RAID log ○ Coordinating the completion of participant formalities and documentation in the on-boarding process ahead of going live ○ Assisting the Implementation Manager with role objectives and targets <p>Other Obligations</p> <p>Data Protection</p> <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 	

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	<p>monitored and reviewed</p> <ul style="list-style-type: none"> ○ 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
Knowledge and Experience	<ul style="list-style-type: none"> ● Demonstrable experience of supporting 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
Specific Skills	<ul style="list-style-type: none"> ● Familiarity with project management principles and planning ● Communication (verbal and written) ● Ability to matrix-manage stakeholder documentation and execution ● Problem solving and decision making skills ● High level of attention to detail
Qualifications and Training	<ul style="list-style-type: none"> ● Degree educated, or equivalent and relevant work experience <p>Relevant professional qualification (e.g. Prince2) desirable but not essential</p>
Competencies	In alignment with Pay.UK competency framework

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Confirmation

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

Signed: _____

Date: _____



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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