

Role Profile

Role Title	Repository Lead
Role (Job) ID	NPSTS14
Directorate	Standards and Strategy
Reports to	Product and Development 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	16
Location	2 Thomas More Street, London. Reasonable travel.
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.

	<p><u>Directorate:</u></p> <p>Actively engage with the wider payments ecosystem to take to market Pay.UK services. Develop and apply a commercial approach to marketing and providing Pay.UK’s services and propositions to the market. Support the development of end-to-end service propositions that can be delivered by the market and considers all stakeholder needs.</p> <p>Foster innovative development through the provision of collaboration environments. Manage the ecosystem innovation strategy and policies to foster a community who collaborate and drive innovative ideas and solutions for the payment ecosystem. Manage the development of strategic insight and research to support the payment ecosystem end to end.</p> <p>Own, monitor and actively manage the end to end payments ecosystem and drive the strategic objectives of the market while considering requirements and impacts across all stakeholders in the end-to-end value chain.</p> <p>Design and manage Pay.UK enterprise architecture for each component owned and/or actively managed by Pay.UK including its integration with the NPA. Manage design changes across Pay.UK.</p> <p>Manage the technical and business rules and standards that govern the NPA and the services that are delivered within the ecosystem. Co-ordinate and govern rules and standards changes ensuring stakeholder engagement and consensus in a transparent manner.</p>								
Summary of Role	Responsible for the operation, development and promotion of the Standards Source the standards repository as the Standards Authority of Pay.UK. To ensure that standards are made available and maintained in a common repository to provide an authoritative source on all aspects of business and technical standards within the scope of Pay.UK.								
Commitment and time period	<table border="1" data-bbox="427 1500 1433 1641"> <tr> <td data-bbox="427 1500 699 1563"><input checked="" type="checkbox"/> Full time</td> <td data-bbox="699 1500 938 1563"><input type="checkbox"/> Part time</td> <td data-bbox="938 1500 1169 1563">100</td> <td data-bbox="1169 1500 1433 1563">FTE (%)</td> </tr> <tr> <td colspan="4" data-bbox="427 1563 1433 1641">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: -									

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>Internal & External Interactions</p>	<ul style="list-style-type: none"> • Pay.UK Operations, Risk & Compliance, Regulatory Engagement, General Counsel, and other departments as relevant • Pay.UK Councils • Standards bodies and initiatives • Potential interactions with regulators and authorities, participants and end-users and providers
<p>Accountabilities</p>	<p>Principal Accountabilities</p> <ul style="list-style-type: none"> • Leads the operation, development and promotion of the Standards Source the standards repository as the Standards Authority of Pay.UK • Provides access to both in-house experts and external users and participants with specifications in technical and non-technical formats through a variety of mediums including tool specific outputs and custom HTML. • Develops automated tool based report schemas enabling user friendly access of detailed technical documentation in both document and HTML formats. • Demonstrates a pro-active attitude to building and maintaining accessible documentation in various formats to encourage the digestion and comprehension of financial messages and messaging standards. • Engineers documentation for use by technical and business users and undertakes key responsibility for their development and maintenance. • Provides support, where appropriate, to the design and development of financial services messaging, modelling and mapping for central payments infrastructure, ensuring these comply with relevant regulations and international guidelines • Provides a central technical standards design authority ensuring that there is a clear and consistent design methodology / approach. • Feeds user, reviewer and stakeholder comments into the Standards Framework team on message specifications in production, draft or development, ensuring that comments are recorded in an auditable

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>fashion.</p> <ul style="list-style-type: none"> • Provides technical analysis and be able to analyse technical solutions to consider their alignment with strategic objectives of industry and the regulatory community. <p>Additional Duties</p> <ul style="list-style-type: none"> • Represent Pay.UK at external events and conferences. • Financial management, resource management and professional development of the standards function. <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"> • Experience working with XSD, UML, Swagger 2.0/Open API 3.0 • Standards development and execution

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.

	<ul style="list-style-type: none"> • Multi-stakeholder engagement • Enterprise architecture capability • Commercial management and monetisation
Specific Skills	<ul style="list-style-type: none"> • Exposure to data architecture and technical standardisation principles • Advanced communication and negotiation skills • Standards and technology understanding and appreciation of market application • Knowledge of regulatory and legal environment
Qualifications and Training	<ul style="list-style-type: none"> • Educated to a degree level. Professional qualification preferred, with strong understanding of the financial services, the payments industry and messaging/API standards.
Competencies	<ul style="list-style-type: none"> • In alignment with Pay.UK competency framework

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.

Confirmation

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

Signed: _____

Date: _____

.....

Version Control

Document Owner	Standards & Strategy Directorate			
Version number	1.5			
Governance	Draft: STS	Review: OD	Approve: STS	Approval Date:
Review Frequency			Next review date:	
Document reference				

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.