

Role Profile

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| Role Title | Technical Conformance Analyst |
| Role (Job) ID | NPSTS13 |
| Directorate | Standards and Strategy |
| Reports to | Operations Standards Framework 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 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.

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| | <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> |
| <p>Summary of Role</p> | <p>Responsible for operating conformance and testing to ensure that user and participant stakeholders adhere to Pay.UK technical standards and are conformant with the operational and technical and standards that govern the existing infrastructures within Pay.UK and the New Payments Architecture (NPA) programme.</p> <p>Operate the business, operational and legal standards assurance function working closely with the Technical Testing Lead to support users and engage with users and stakeholders to manage any derivation or non-adherence according to the Standards Framework and other relevant protocols.</p> <p>Operate the processes to deliver Pay.UK accreditation and certification functions, including producing data inputs to the Data Analytics function to provide a dashboard of assurance per participant and user or across the</p> |

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| | <p>existing infrastructures and existing infrastructures within Pay.UK and the New Payments Architecture.</p> <p>Ensure standards are widely and easily accessible to support ease of interaction, testing and conformance.</p> | |
| 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"> • Pay.UK Operations, Risk & Compliance, Regulatory Engagement, General Counsel, and other departments as relevant • Pay.UK Councils • Domestic, European and international Standards bodies and initiatives • Potential interactions with regulators and authorities, participants and end-users and providers | |
| Accountabilities | <p>Principal Accountabilities</p> <ul style="list-style-type: none"> • Operates the testing and conformance regime for Pay.UK Standards. • Tests business and technical standards to assess conformance, and makes recommendations. • Ensures standards that achieve conformance adhere to with clear overall framework of security, resilience and risk. • Provides a central technical standards conformance regime ensuring that there is a clear and consistent methodology / approach. • Translates conformance requirements into a testing regime. • Ensures that the conformance regime is developed, maintained and modified with openness and transparency so that the optimal range of Pay.UK stakeholders can provide input and can influence decision making. • Provides an authoritative source on all aspects of technical standards conformance within the scope of Pay.UK and works in accordance with Pay.UK’s strategic objectives (and regulatory/legal requirements). • Analyses business and technical solutions to consider the alignment with | |

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| | <p>strategic objectives of Pay.UK.</p> <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"> • Conformance, Accreditation or Licensing regimes • Standards development and execution • Multi-stakeholder engagement • Payments industry knowledge • Commercial management and monetisation |

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| | <ul style="list-style-type: none"> Enterprise architecture capability |
| Specific Skills | <ul style="list-style-type: none"> Experience in design and implementation of Conformance, Accreditation or Licensing regimes 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 and the payments industry. |
| Competencies | <ul style="list-style-type: none"> 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

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| 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 | | | | |

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