

Role Profile

Role Title	Business Data Analyst
Role (Job) ID	
Directorate	NPA
Reports to	Head of Data & Analytics
Role type	<input type="checkbox"/> Permanent <input checked="" 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	
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> <p><u>Directorate:</u></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>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>	<ul style="list-style-type: none"> • The business data analyst is responsible for requirements gathering, creating the associated project artefacts and taking them through the required governance • Requirements will be gathered via a series of workshops with key stakeholders; the analyst will organise, run and document the sessions • The analyst will support the development of the strategy for reference data management, data migration, data lineage and data integration and take these through the governance process • As the programme moves through the design/build/implement phases the BA will be responsible for leading analysis, working alongside the vendor BA team and ultimately for delivering the UAT elements of the programme relating to Data • Supported by the Project manager and data architect, the analyst will be the contact point for engagement with other project workstreams and will manage inbound and outbound dependencies

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"> The analyst will work collaboratively with other teams to review project artefacts produced by other programme workstreams with a data lens. External stakeholder presentations will also be required to validate artefacts with the respective fora.
Internal & External Interactions	<ul style="list-style-type: none"> Pay.UK Committees and Councils Pay.UK Change Board, Design Office and Standards Authority External senior stakeholders Payments and financial services industry project and working groups Programme and Project Managers across Pay.UK’s portfolio All Pay.UK Directorate colleagues
Commitment and time period	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time 100 FTE (%)
	Time period: -
Accountabilities	<p>Principal Accountabilities</p> <ul style="list-style-type: none"> Lead the requirements gathering sessions from data deliverables by validating business needs of stakeholders Contribute and support the development of the data strategy including reference data management, data migration strategy, data lineage and data integration strategy and take these through appropriate governance Apply communication, analytical, and problem-solving skills to help develop the data artefacts and ensure they are aligned with the data strategy Lead the development of data propositions, seeking input from internal and external stakeholders to ensure their feasibility Play a direct role in ensuring other NPA workstreams understand the data deliverables and work collaboratively with them to review project artefacts produced by other programme workstreams with a data lens Manage the required project artefacts ensuring they are produced to the highest quality and according to best practise

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"> • Document requirements and prepare all associated documents including data flows, process diagrams, workflow storyboards, use cases, scenarios, interface maps and specifications. • Work through all phases of the programme providing data analysis and ensuring right through to UAT that the integrity of the design is maintained/or any changes fully understood • Prepare briefings for the respective governance fora <p>Additional Duties</p> <ul style="list-style-type: none"> • Organise, run and document data workshops • Represent the data workstream in programme activities • Review artefacts produced by other NPA workstreams to ensure alignment with the data strategy <p>Other Obligations</p> <ul style="list-style-type: none"> • Data Protection <ul style="list-style-type: none"> ○ Comply and / or ensure compliance with Pay.UK Data Protection policy, processes and all relevant legislation. ○ Maintain effective communication on data protection compliance with the CRO and Head of Data Protection as appropriate. ○ Identify relevant data protection risks, and mitigating actions, communicating these to the CRO and Head of Data Protection without delay. ○ When aware, communicate, in confidence, to the CRO and / Head of Data Protection, data protection risks likely to impact the organisation as a whole.
<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> • Significant and proven experience of undertaking Business Analysis , Data Analysis and project documentation at a programme level • Experience of writing data strategy documents including data

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>migration, reference data, data lineage and data integration strategy</p> <ul style="list-style-type: none"> • Proven experience & knowledge of best practise of data analysis techniques in financial services where the output is regulated and a standard process must be followed. • Strong background and knowledge of Banking with Payments-specific compliance and regulatory knowledge. • Experience in the design of the data platform design that will cater for delivery of the data propositions as well as future capabilities using data science techniques such as artificial intelligence, machine learning, etc. • Experience in new technology application delivery; practical knowledge and ability to future proof design and partnership with specialist technical architects. • Proven experience of participating in large-scale projects. • Proven experience of working with senior stakeholders, regulators and industry participant teams. • Proven experience of working in a matrix management style.
<p>Specific Skills</p>	<ul style="list-style-type: none"> • Adherence to best practise techniques and governance / control. • Payments and financial services experience. • Extensive and proven track record in documentation and following best practise industry standards. • Experience of working within a UK payments scheme and a full appreciation of the eco-system.
<p>Qualifications and Training</p>	<ul style="list-style-type: none"> • Relevant professional qualification preferred, with strong understanding of the financial services and the payments industry.
<p>Competencies</p>	<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

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.

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 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	NPA Directorate			
Version number	0.2			
Governance	Draft:	Review:	Approve:	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.