

Role Profile

Role Title	Data Governance Analyst
Directorate	Chief Services Office
Reports to	Head of Data & Analytics
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	TBC
Location	2 Thomas More Square, London. Reasonable travel may be expected. During Covid-19 pandemic working from home is highly likely part time or even full time subject to government guidance
Organisational Context	<p><u>Pay.UK</u></p> <p>Pay.UK maintains and develops the UK's 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 2020, the UK's retail payment systems processed 9.5 billion transactions worth £7.2 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</p>

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	<p>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> <p>The Services Directorate focuses upon the <i>internal facing</i> aspects of running Pay.UK Ltd such as Technology, Facilities, Data & Analytics, Communications, Legal and Data Protection.</p> <p>For completeness the <i>external facing</i> aspects of Pay.UK Ltd [e.g. Payment Scheme Operations, Product, Industry Engagement] reside within the other Pay.UK Ltd directorates particularly the Operations Directorate.</p> <p>The Services Directorate is; therefore, accountable for the delivery of efficient and effective enterprise services that support Pay.UK Ltd in its execution of accountabilities and obligations running the company.</p> <p>Through the centralisation of cross company activities [enterprise services] we will drive effectiveness and efficiency by achieving economies of scale, consistency of execution and adherence to recognised industry good practice and standards enabling Pay.UK Ltd to run reliably, securely, safely, resiliently and economically on behalf of all Pay.UK stakeholders.</p>
<p>Summary of Role</p>	<p>The Data Governance Analyst will contribute to the Pay.UK data management, governance and control framework to govern data in a compliant, effective and risk-based approach.</p> <p>The role will support the Data Governance Team and other colleagues:</p> <ul style="list-style-type: none"> • to embed effective data governance and data management across Pay.UK. • support and embed the creation of a positive data culture. • ensure the availability of high quality, well understood data to support business decision making and drive value realisation. <p>Specifically, to:</p> <ul style="list-style-type: none"> • Provide Data Governance/Data Management advice to all areas of the business, including change projects.

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	<ul style="list-style-type: none"> • Collaborate with Data Owners, Data Stewards and other data role holders to achieve desired outcomes in a pragmatic way. • Manage Data Governance Forums and ensure all inputs and outputs for these forums are delivered in a timely manner. • Own the delivery of key data governance and data management deliverables and outcomes. • Proactively promote and manage data governance awareness throughout the business. • Track data lineage, highlight problems and understand how data is authored and used in the context of business processes. • Develop and maintain data artefacts, e.g. data inventory, business glossary. • Write data policies/standards and liaise with policy owners to develop and implement the data standards and policies to underpin the Data Strategy. • Liaise with other Pay.UK teams such as Architecture, IT, Security, Data Protection and Compliance for the delivery of component parts of the Data Governance Framework. • Maintain relevant governance artefacts and reporting standards including regular stakeholder briefing packs, RAIDS log, etc.
Commitment and time period	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time 100 FTE (%)
Internal & External Interactions	<ul style="list-style-type: none"> • Pay.UK Directorates • External stakeholders as relevant • 3rd Party Vendors • Pay.UK Executive • Pay.UK Board Members
Accountabilities	Principal Accountabilities

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	<p><i>Deliver to the core priorities as defined in Role summary</i></p> <p>Specifically, but not limited to;</p> <p>Data Governance</p> <ul style="list-style-type: none">• Work closely with business areas to maintain and continuously improve Pay.UK enterprise data assets through data catalogues, data stewardship and data quality management.• Support continuous improvement through process optimisation and engagement with corporate projects.• Meet with stakeholders to understand the wider business need for data and provide business definitions that ensure data can be consistently and appropriately used across Pay.UK.• Apply communication, analytical, and problem-solving skills to help develop the data artefacts and ensure they are aligned with the Data Strategy• Support development and implementation of the data standards and policies that underpin the Data Strategy.• Ensure appropriate procedures are used in respect of planning, monitoring and management. <p>Stakeholder Management</p> <ul style="list-style-type: none">• Build and maintain strong relationships with all key stakeholders, both clients and vendors. <p>Data Protection</p> <ul style="list-style-type: none">• Ensures that policies and procedures are followed.• Complies and / or ensures compliance with Pay.UK Data Protection policy, processes and all relevant legislation.• Maintains effective communication on data protection compliance with the CRO and Head of Data Protection as appropriate.
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	<ul style="list-style-type: none"> • Identifies section specific 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"> • Strong practical experience of working in a data governance/management team at a significant organisation. • Experience with assisting enterprise wide data maturity assessments and implementing the roadmap to address any associated gaps. • 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. • Experience of supporting implementation of Data Governance frameworks such as DAMA or DCAM. • Knowledge of Banking with Payments-specific compliance and regulatory knowledge. • Strong Stakeholder engagement skills, management and collaboration with an ability to question and challenge, put forward new ideas and gain buy in through key working relationships. • Experience in Data Analysis across a range of sources, e.g. relational databases, file systems, structured and un-structured data, models, spreadsheets. • Experience in data catalogues, metadata management. • Understanding of data governance and data quality management. • Familiarity with business analysis and process modelling. • Awareness of data modelling and data warehouse methodologies and Risk management.

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<p>Specific Skills</p>	<ul style="list-style-type: none"> • A deep understanding of the core capabilities and principles within data management and hands-on with at least one of the following: data strategy, data quality, data governance, data ownership, data regulation, metadata management. • Understands Data Risk and the impact on the organisation • Ability to build collaborative relationships, facilitating, challenging and bringing ideas together to solve problems • Experience working with a range of senior stakeholders, managing relationships, and flexing approach to support different levels of data maturity and priorities • Effective time management, prioritisation and organisational skills that ensures deadlines are met • Reporting, MI and Presentation production skills • Highly developed organisation and problem-solving skills • Experience working with third parties or external consultancies • Self-motivated • Communications skills • Good interpersonal skills and a team player • Required to work independently and with internal colleagues and external contacts
<p>Qualifications and Training</p>	<ul style="list-style-type: none"> • Relevant work experience • Professional qualification preferred, with good 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

Confirmation

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

Signed: _____

Date: _____



Version Control

Document Owner	Services Directorate			
Version number	1.0			
Governance	Draft: CSO	Review:	Approve:	Approval Date:
Review Frequency		Next review date:		
Document reference				

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