

Role Profile

Role Title	Policy Analyst
Role (Job) ID	NPREG04
Directorate	Regulatory Engagement & Policy
Reports to	Policy Manager
Role type	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Secondment <input type="checkbox"/> Contract
Line Manager Responsibility	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Level	16
Location	2 Thomas More Square, 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.</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. Through our infrastructure and services, Pay.UK enables £19.2 billion in payments every single day. 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>The role of Pay.UK’s Regulatory Engagement & Policy Directorate is to:</p> <ul style="list-style-type: none"> (i) Work across Pay.UK to manage the implications of regulatory requirements on our objectives, and to deliver effective outcomes. Pay.UK is primarily regulated by both the Bank of England (the macroprudential regulator) and the PSR (the economic regulator), and also needs to consider requirements emerging from the FCA and CMA. This requires significant external engagement with these regulators. (ii) Lead and coordinate the development of policy within Pay.UK through a robust analytical process, drawing on the knowledge and experience of other directorates, as well as monitoring and evaluation of broader industry developments. 								
<p>Summary of Role</p>	<p>Reporting to the Policy Manager, the Policy Analyst supports the Regulatory Engagement & Policy Directorate with required research (including horizon scanning of industry developments), policy development, analysis, preparation of publications or reports, as well as in the preparation for meetings and conferences.</p> <p>The jobholder works with other directorates, supporting them to understand the implications of regulatory and other industry developments, and providing clear and well-reasoned written submissions for Pay.UK’s executive and board-level committees as well as Pay.UK’s regulators.</p>								
<p>Commitment and time period</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><input checked="" type="checkbox"/> Full time</td> <td style="width: 30%;"><input type="checkbox"/> Part time</td> <td style="width: 20%; text-align: center;">100</td> <td style="width: 20%; text-align: center;">FTE (%)</td> </tr> <tr> <td colspan="4">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: -									
<p>Internal & External Interactions</p>	<p>The jobholder will engage with all other Pay.UK directorates including teams such as Operations; the NPA Programme; Strategy; Risk & Compliance; and General Counsel.</p>								
<p>Accountabilities</p>	<p>The jobholder will be principally accountable for:</p> <ul style="list-style-type: none"> • Developing policy proposals, undertaking research, and analysing industry developments. • Supporting other Pay.UK directorates in considering how to respond to 								

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	<p>regulatory developments and requirements.</p> <ul style="list-style-type: none"> • Preparing briefings for senior leadership, preparing consultations, reports, or material for stakeholder events. • Attending meetings and preparing summaries, including capturing actions. • Where appropriate, liaising with other Pay.UK directorates about the delivery of policy workstreams. <p>Other Obligations:</p> <ul style="list-style-type: none"> • Complying with Pay.UK’s data protection policies and procedures. • Handling confidential and sensitive material appropriately. • Complying with all other relevant policies.
<p>Knowledge and Experience</p>	<p>The jobholder will have prior experience of:</p> <ul style="list-style-type: none"> • Analysis, policy development, and implementation. • Working with internal and external stakeholders. <p>The jobholders’s experience will preferably be in financial services, the payments industry, or other regulated markets.</p> <p>Once in role, the jobholder will be expected to develop a solid understanding of the regulatory environment for, and developments in, the payments industry.</p>
<p>Specific Skills</p>	<ul style="list-style-type: none"> • Strong prioritisation and organisation skills. • Strong analytical skills. • Strong written and oral communication skills. • Ability to develop and maintain strong internal and external networks.
<p>Qualifications and Training</p>	<ul style="list-style-type: none"> • Educated to a degree level or equivalent relevant experience.
<p>Competencies</p>	<ul style="list-style-type: none"> • 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	Regulatory Engagement & Policy Directorate			
Version number	2.2			
Governance	Draft: ODL	Review: Regulatory SME	Approve: CEO	Approval Date:
Review Frequency		Next review date:		
Document reference				

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