

Role Profile

Position Title	Risk Analyst
Position Code	TBC
Directorate	CTO NPA
Reports to (Position)	NPA Head of Risk
Role type	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Secondment <input type="checkbox"/> Contract
Contract Term (if applicable)	24 months
Line management Responsibilities?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grade	TBC
Working hours	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time FTE:
Location	2 Thomas More Square, London E1W 1YN. Reasonable travel.
Context of the role	<p>The NPA Directorate is accountable for the delivery of the New Payments Architecture Programme (NPA Programme) in its widest sense, to enable Pay.UK to realise the full embodiment of the new ecosystem expectations illustrated in the strategy set out by the Payments Strategy Forum.</p> <p>The delivery of the NPA programme is crucial to ensure Pay.UK delivers the critical retail payments infrastructure that will support a fast-changing payments landscape. The NPA will enable innovation and competition within the marketplace without compromising on the robustness and resilience that is core to ensuring that payments stay safe and trusted.</p>
Role Dimensions	Org structure here:
Summary of Role	This job holder is responsible for implementing an integrated risk management process across the NPA programme, facilitating identification,

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	assessment, ownership, provisioning and management of threats, opportunities and issues.
Key Accountabilities	<ul style="list-style-type: none"> • Support the Head of Risk and Senior Manager with an activity that is required to ensure that the NPA risk management process is delivering to senior management expectation. Illustrative tasks may include assisting with: <ul style="list-style-type: none"> ○ Report writing ○ Risk data collation ○ Completing minutes of meetings ○ Assisting with workshop facilitation ○ Provision of updates to outstanding actions <p>Other obligations:</p> <ul style="list-style-type: none"> • Ensure compliance with all Pay.UK policies and procedures and complete required compliance training in a timely manner. • Comply with Pay.UK’s Data Protection Policy and all associated procedures and processes and communicate any data protection risks to the Data Protection team without delay. • Promote diversity and inclusion across Pay.UK to build a workforce that reflects the users we serve and provides equal opportunity for all colleagues.
Behaviours	Aligned with Pay.UK Values
Internal & External Interactions	<ul style="list-style-type: none"> • Regulatory bodies • External stakeholders • Suppliers as relevant • Operations • Standards and Strategy • Communications • General Counsel • Regulatory Engagement & Policy • Other Pay.UK Directorates
Qualifications and Experience	<ul style="list-style-type: none"> • Able to work in a team environment and without constant supervision

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	<ul style="list-style-type: none"> • Takes initiative to go above and beyond described tasks • Excellent communication (speaking and writing) skills • Ability to commit to/embrace Pay UK's hybrid working model; with an expectation of attendance in the London office for 40% of contracted hours, as required/agreed depending on programme requirements <p>Qualifications</p> <p>1) 1st Class or 2:1 undergraduate degree in general management, economics or risk management or other STEM subjects (Essential).</p>
<p>Core Skills and Competencies</p>	<p>Proficiency in the following key systems and tools is expected:</p> <p>MS Project (Word, Excel, PowerPoint) (Essential)</p>

Version Control

Document Owner	People Directorate			
Version number	2.0			
Governance	Draft:	Review:	Approve:	Approval Date:
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Document reference				

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