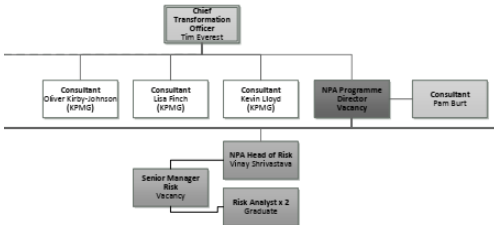


## Role Profile

<b>Position Title</b>	<b>Risk Manager</b>
<b>Position Code</b>	TBC
<b>Directorate</b>	CTO NPA
<b>Reports to (Position)</b>	NPA Head of Risk
<b>Role type</b>	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Secondment <input type="checkbox"/> Contract
<b>Contract Term (if applicable)</b>	18m
<b>Line management Responsibilities?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Grade</b>	TBC
<b>Working hours</b>	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time         FTE:
<b>Location</b>	2 Thomas More Square, London E1W 1YN. Reasonable travel.
<b>Context of the role</b>	<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>
<b>Role Dimensions</b>	<p>Org structure here:</p>  <pre> graph TD     CTO[Chief Transformation Officer Tom Everett] --&gt; C1[Consultant Oliver Gray-Johnson (KPMG)]     CTO --&gt; C2[Consultant Lisa Finch (KPMG)]     CTO --&gt; C3[Consultant Keelin Lloyd (KPMG)]     CTO --&gt; C4[NPA Programme Director Vacancy]     C4 --&gt; NPAHR[NPA Head of Risk Maya Christova]     NPAHR --&gt; SM[Senior Manager Risk Vacancy]     NPAHR --&gt; RA[Risk Analyst x 2 Graduate]           </pre>

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<b>Summary of Role</b>	<p>This job holder is responsible for implementing an integrated risk management process across the NPA programme, facilitating identification, assessment, ownership, provisioning and management of threats, opportunities and issues.</p>
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• Implement an integrated risk management process across the project facilitating identification, assessment, ownership, provisioning and management of threats, opportunities and issues.</li> <li>• Facilitate identification, assessment (qualitative and quantitative) and prioritisation of threats, opportunities and issues within the project.</li> <li>• Provide risk assessment services to key decisions or artefacts within the programme</li> <li>• Maintain visibility of threat/opportunity trigger points to facilitate risk cost profiling, timely drawdown of risk budget or retirement of threat/opportunity.</li> <li>• Assist with the identification and recording of appropriate management responses which are measurable and specific, along with assessing the post mitigated positions, where required.</li> <li>• Monitor overall programme risk exposure from the Risk Register and assess against the remaining Risk budget.</li> <li>• Ensure that a consideration of cost and schedule assumptions informs the risk management process.</li> <li>• Proactively manage the completion of management responses to help deliver target exposures.</li> <li>• Work with workstream teams to identify and assess workstream risks</li> <li>• Ensure that risks related to internal and external dependencies are captured as required</li> <li>• Monitor identification and close-out of risks and issues.</li> <li>• Produce risk-based reports as required in a timely manner to support the effective communication of material threats &amp; opportunities.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Work in adherence to agreed working practices / processes.</li> <li>• Focus on de-risking activities and developing mitigation plans that are value for money.</li> <li>• Contribute to the continuous improvement of the risk management processes and systems;</li> <li>• Maintain linkage between corporate strategic risks and programme level risks</li> <li>• Take ownership of risk data quality;</li> </ul> <p>Other obligations:</p> <ul style="list-style-type: none"> <li>• Ensure compliance with all Pay.UK policies and procedures and complete required compliance training in a timely manner.</li> <li>• 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.</li> <li>• Promote diversity and inclusion across Pay.UK to build a workforce that reflects the users we serve and provides equal opportunity for all colleagues.</li> </ul>
<b>Behaviours</b>	Aligned with Pay.UK Values
<b>Internal &amp; External Interactions</b>	<ul style="list-style-type: none"> <li>• Regulatory bodies</li> <li>• External stakeholders</li> <li>• Suppliers as relevant</li> <li>• Operations</li> <li>• Standards and Strategy</li> <li>• Communications</li> <li>• General Counsel</li> <li>• Regulatory Engagement &amp; Policy</li> <li>• Other Pay.UK Directorates</li> </ul>

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<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Extensive experience of working in critical national infrastructure and at enterprise level will be beneficial.</li> <li>• Experience working across functional teams in risk, cost and commercial area would be an advantageous;</li> <li>• Extensive experience in the design and implementation of major programme risk management frameworks.</li> <li>• Demonstrated awareness of the relationship between risk and change management processes.</li> <li>• Experience of undertaking cost and schedule risk analysis and presentation of risk data.</li> <li>• Excellent communication skills and extensive experience working with senior stakeholders.</li> <li>• 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</li> </ul> <p>Qualifications</p> <ol style="list-style-type: none"> <li>1) IRM Certificate/Diploma (Desirable)</li> <li>2) APM Level 2 Risk Management (Desirable)</li> <li>3) PMI-RMP (Desirable)</li> </ol>
<b>Core Skills and Competencies</b>	<p>Proficiency in the following key systems and tools is expected:</p> <p>MS Project (Word, Excel, PowerPoint) (Essential)          Jira (Desirable)          @risk (Essential)          Safran/PRA (Essential)</p>

**Version Control**

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

**Public**

Review Frequency		Next review date:	
Document reference			