

Role Profile

Role Title	Standards Analyst
Directorate	Strategy
Reports to	Technical Standards Design Architect
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	15
Location	2 Thomas More Square, London with reasonable travel
About Pay.UK	<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 2019, the UK’s retail payment systems processed 9.2 billion transactions with a combined value of £7.4 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>

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>About the Directorate</p>	<p>Strategy Directorate (what are our responsibilities?):</p> <p>To own and drive the Pay.UK Corporate Strategy, communicating and embedding the culture across the organisation.</p> <p>To actively engage with the wider payments ecosystem to take to market Pay.UK services. Develop and apply a commercial approach to the delivery of Pay.UK’s propositions and services to the market. Support development of end-to-end service propositions that can be delivered by the market which 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>Drive the Business outcomes in the NPA programme, having overall responsibility to define and ensure that the business requirements of Pay.UK are delivered by the programme, through all phases.</p>	
<p>Summary of role</p>	<p>The role will be focused to enable ongoing consultation and engagement events (content & proposals as inputs for assessment and the outputs from Participants and fora to take forward into the development cycle of the technical collateral) with Participants, end-user representatives & stakeholders as they relate to the new standard for UK retail payments.</p> <p>Developing a new standard of this criticality and magnitude necessitates a high degree of engagement to reach consensus on technical content creation that will be used to successfully transition Participants onto the NPA’s services.</p> <p>The new standard must be delivered with sufficient lead time for Participants and the NPA prime vendor to be able to consume it, develop and test its usage for day 1 of the NPA.</p>	
<p>Commitment and time period</p>	<p><input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time</p>	<p>75-100 FTE (%)</p>
	<p>Time period: - 12 months</p>	
<p>Internal & External</p>	<ul style="list-style-type: none"> • Director of Strategy (Pay.UK) 	

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Interactions	<ul style="list-style-type: none"> • NPA Programme teams and leadership (Pay.UK) • Director of Standards (Pay.UK) • Standards Authority (Pay.UK) • Pay.UK Operations, Risk, Regulatory Engagement, General Counsel, and other Pay.UK Directorates as relevant • Participant and end-user representative fora (external) • Other industry-specific stakeholder groups and committees (external)
Accountabilities	<p>Principal Accountabilities</p> <ul style="list-style-type: none"> • Supports and act as a proxy for the Technical Standards Design Architect with regard to engagements and standards consultations that will take proposals (how the data can be used to create a scalable and sustainable standard) and seek feedback to influence the design and content of the new standard. • Supports the Standards Delivery Manager and the Technical Standards Architect regarding the inputs, objectives, and outputs from engagements and events that have an impact to the new standard e.g. the creation of content for Implementation Guides and schemas and the relation to the NPA’s rulebook and system construct. • Supports the timely execution of Participant and stakeholder events to mitigate detriment to the overall pipeline of standards work and key (baselined) dates. • Proficient in key subject matter areas i.e. payments, ISO 20022 message and standards to provide credible and accurate support to Participant-facing engagements for Standards e.g. but not limited to the NPA Proposition Exploration Group & Technical Working Group and the Standards Community of Developers. • Develops and maintains a detailed inventory of events including attendees, objectives, decisions and actions for traceability.
Knowledge and Experience	<ul style="list-style-type: none"> • Proven expertise and experience of working in complex payments organisations e.g. payment service operator or financial institution or

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	<p>payment solutions provider.</p> <ul style="list-style-type: none">• Proven experience of working in teams with a high level of technical expertise and specialisation i.e. standards development and design and testing; payment and associated messages in the context of financial services.• Knowledge of payments' standards; creation, maintenance, enhancement, industry and global initiatives, UK retail (and knowledge of wholesale) payments and clearing & settlement.• Proven experience of stakeholder engagement and management;<ul style="list-style-type: none">○ Facilitating and hosting events to identify solution outcomes and impacts to prospective communities of users including sponsors, developers and testers.○ Engaging with other market infrastructure, payment service operators and Regulators.• Proven experience of working on a multi-year Programme requiring cross-team collaboration to achieve commonly agreed outcomes in a regulated environment and where value for money (by industry sponsors) is a key performance measure.• Must have specific knowledge of standards setting i.e. development of, maintenance of, creating technical collateral and documentation for developers and testers.• Must have a detailed knowledge of the ISO 20022 (payment) message set.• A detailed understanding and experience in UK payments.• Experience of engaging with standards setters e.g. ISO, for clarification, requests for information and change requests.• Knowledge of other payment market infrastructures and payment service operators and their standards.• Understand global initiatives for instant payments, push payments, mandate management and Exceptions & Investigations management (of payments).
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	<ul style="list-style-type: none"> • Technical understanding of Participant and end-user payment channels including APIs. • Demonstrate the ability to liaise with management of external organisations from Participants and end-user representatives, regulators, other market infrastructure providers and payment service operators. • Be able to identify, assess and mitigate potential risks • Experience of working with different teams within an organisation to reach consensus • Strong communication skills. The role requires significant stakeholder engagement and the preparation of standards technical material and content (proposals, decisions to be made). It then requires outcomes and actions to be captured, executed and managed enabling Pay.UK to successfully deliver the new standard and its assurance e.g. Participant and vendor readiness for the transition to the NPA’s services. <p>Other Obligations</p> <ul style="list-style-type: none"> • Data Protection <ul style="list-style-type: none"> ○ Ensures that policies and procedures are followed and that staff receives appropriate training, that a local risk register is developed and regularly monitored and reviewed. ○ Complies and / or ensures compliance with Pay.UK Data Protection policy, processes and all relevant legislation. This includes maintaining team specific retention schedules, records of data processing and ensuring that any data protection risks are identified, communicated and mitigating actions put in place. ○ Maintains effective communication on data protection compliance with the CPO and DPO as appropriate. ○ Identifies section specific data protection risks, and mitigating actions, communicating these to the CPO and DPO without delay. <p>When aware, communicates, in confidence, to the CPO and / DPO, data protection risks likely to impact the organisation as a whole.</p>
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Qualifications and Training	<ul style="list-style-type: none"> Standards, payments and ISO message experience gained in Financial Services.
Competencies	<ul style="list-style-type: none"> In alignment with Pay.UK competency framework.

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Version Control

Document Owner				
Version number	0.1			
Governance	Draft:	Review:	Approve:	Approval Date:
Review Frequency		Next review date:		
Document reference				

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