

UK Payments Administration Ltd**Job Description**

Job Title:	International standards analyst
Division/Company:	Policy
Unit:	Standards
Reporting To:	Standards Manager
Grade:	E

STANDARDS UNIT

Standards are vital to the UK payments industry. The Standards Unit works to ensure that in areas such as payment clearing and settlement there is a common set of procedures, processes and standards employed by all of its members. Without them, the industry's systems would lack 'integrity'— they would be less efficient, more vulnerable, and incompatible with their international peers. More specifically the Standards Unit supports and guides the UK payment industry as a centre of excellence on standards.

PURPOSE OF JOB

To provide day to day support for the operation of various projects and committees; undertake research and development work; attend national and international fora to represent industry interests.

In summary:

- Provide support and analysis to support project work
 - Undertake research and development
 - Represent the industry at national and international fora
 - Operate and administer national industry groups
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MAIN ACTIVITIES AND RESPONSIBILITIES

1. **Provide support and analysis to support project work**
 - Support national and international projects
 - Maintain project documentation
 - Organise and attend meetings
 - Assist with drafting papers
2. **Undertake research and development**
 - Plan and undertake research
 - Manage research documentation
 - Communicate issues and findings
3. **Represent the industry at national and international fora**
 - Research and understand industry issues
 - Communicate effectively
 - Influence and lobby
4. **Operate and administer national industry groups**
 - Coordinate national positions on international standards
 - Liaise with officers of the committee
 - Understand, implement and enforce the correct procedures regarding the operation of the committee and its working groups
 - Manage the work programme
 - Produce relevant document management such as calling notices, agendas and minutes

Undertake any other duties as may reasonably be requested.

SCOPE

- Member of the Standards team, reporting directly to the Head of Standards
 - Required to work independently and with internal colleagues
 - External Contacts – Members, interest groups, domestic and international experts
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CORE COMPETENCIES

Core Competency	Job Level
Teamwork	C
Interpersonal and Communication	B
Solution-Focussed	C
Prioritisation and Time Management	C
Creativity and Flexibility	C
Motivation	B
Professionalism	B

JOB-SPECIFIC COMPETENCIES

Generic Competency	Job Level
Information Technology Knowledge	B
Administration	A
Specialist Competency	
Knowledge of ISO	
Knowledge of industry technology	
