

JOB ADVERT

Job Reference	PSR00038
Job Title	Associate - Stakeholder Engagement - Payment Systems Regulator
Contact Email	Jonathan.hill@resourcesolutions.com

Job Advert Details

Background

The Payment Systems Regulator (PSR) is the new economic regulator for payment systems in the UK. Payment systems underpin our economic and financial system and last year handled over 21 billion transactions worth around £75 trillion.

The PSR's role is to promote the interests of users of payment systems - such as consumers, businesses and government - through greater competition and innovation.

The PSR is primarily an economic regulator with regulatory and competition functions. It will work closely with other UK regulators, such as the Financial Conduct Authority, Bank of England and Competition & Markets Authority.

This is an excellent opportunity to play a role in establishing a new economic regulator in the UK.

What does this job involve?

The successful candidate will be responsible for supporting the stakeholder engagement & communications programme, which includes engagement events, roundtables, meetings, drafting communications to stakeholders and supporting the development of content for our new website.

- Accurately track our stakeholder engagement activity via our stakeholder meetings database
- Update and maintain the stakeholder database
- Manage the team mailbox and responses to stakeholders
- Support, co-ordinate and set up stakeholder events and roundtables
- Support and co-ordinate the briefing process for external stakeholder meetings, including providing input where appropriate
- Make sure PSR wide meeting notes are taken, saved and tracked
- Make sure intelligence and insight gained at meetings is shared appropriately throughout the organisation
- Work with the policy team to understand stakeholder engagement and communication requirements for the policy programme
- Act as one of the first points of contact for stakeholders seeking to engage and work with the PSR

- Work in partnership with colleagues in the PSR, third party suppliers and elsewhere in FCA to help coordinate the stakeholder engagement and communication plans
- Development and delivery of stakeholder updates

What skills are required?

Minimum

- Experience of managing stakeholder databases
- Experience of organising events
- Strong communication, presentation, organisation and negotiation skills

Essential

- Experience working constructively with senior colleagues from a wide range of organisations
- Organised with the ability to make progress at a rapid pace, meeting tight deadlines in a rapidly changing environment
- Highly motivated and able to demonstrate high quality and timely deliverables
- Proactive, with excellent interpersonal skills and 'nous'
- Ability to work collaboratively to contribute to the overall programme

Desirable

- Experience in financial services and particularly payment systems

What will I get from the role?

A great environment with smart people; insight into the financial services sector; and a unique opportunity to interact with a wide range of senior stakeholders within and outside the PSR.

Benefits

- 25 days' holiday (our flexible benefits scheme allows you to add days to your core allowance).
- a competitive non-contributory pension scheme
- an employee assistance programme
- private medical cover (employee) + annual health screening
- life assurance and income protection cover
- an annual incentive bonus scheme
- an interest-free season ticket loan of up to £7,500
- the opportunity to apply for sponsored study
- an additional flexible benefits allowance
- as well as a focus on learning and development

How to apply

Please submit your CV and answers to the following application question:

Why do you believe that you are suitable for this role? (max 300 words)

Please ensure that you specifically relate your answer to the criteria listed in the job advert, covering your relevant skills, technical knowledge and competencies.

For enquiries, please contact jonathan.hill@resourcesolutions.com

If you have applied for a role related to the PSR within the last three months, please make contact prior to submitting applications.

The base salary range for this role is £28K-£33K (salary negotiable depending on skills and experience).