

JOB ADVERT

Job Reference	PSR00034
Job Title	Senior Associate - Planning and Operations - Payment Systems Regulator
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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 core objective of the role is to support the Operations and Planning functions of the PSR. The candidate will report to the Business Planning and Operations Manager and will also work closely with the Senior Leadership Team.

The successful candidate will play a pivotal role in co-ordinating the relationship with FCA HR, Finance, Procurement, IS/PMG, IA and Risk business partners to ensure support from these functions aligns with PSR's priorities. The candidate will support the annual / quarterly planning and performance review process, PSR's first line of defence and will also work closely with FCA HR and hiring managers to ensure new recruits are effectively on-boarded. The candidate will be expected to challenge convention and non value-adding activity internally and at the interface with other Divisions driving through pragmatic change.

Particular areas covered by the role include:

Finance and resource management

- Maintaining financial and resource allocation processes with the planning and monitoring of financial position and headcount
- Maintaining an accurate picture of current and project resource allocations and requirements to deliver the planned portfolio
- Recruitment support, as appropriate

Risk management

- Identifying and updating controls processes for PSR projects
- Ensuring appropriate risk management and controls processes are in place in PSR and are operated effectively to ensure that projects work within the control framework

PSR work portfolio

- Maintaining an accurate picture of current and planned projects/work
- Maintaining templates, tools and processes for project work

Minimum, Essential & Desirable skills

Minimum

- Experience of working in an operations role
- Experience of delivering through others in a matrix organisation
- Previous experience of working on multiple pieces of work and delivering to deadlines

Essential

- First class communication and influencing skills, including at all levels in the organisation
- A thorough understanding of the work and challenges faced by the PSR
- First-hand experience of the operational processes and controls operated by the PSR and the operations business interfaces
- Drive, energy and tenacity to deliver outcomes against tight timeframes
- Practical experience in designing fit-for-purpose processes, controls and mechanisms to support efficient and effective operation of a multi-functional organisation
- Strong time management
- Proven organisational ability - can demonstrate the ability to manage a variety of competing tasks and issues, being flexible, prioritising appropriately and escalating where necessary
- Familiarity with resource planning and risk management practices
- Can build, develop and maintain effective relationships, and deliver difficult messages

Desirable

- Good understanding of financial and risk management processes
- Budget management and planning experience
- Understanding of the FCA's Risk Management Framework and the practical application of risk management

What will I get from the role?

The role provides an opportunity to be an important and integral member of the PSR, working for an exciting new organisation, which is the first regulator of its kind.

The successful candidate will also contribute to the effective management and organisation of the PSR's operations and planning functions, with exposure to and interaction with a wide range of stakeholders at all levels of the organisation. It will involve working closely with the PSR management team as well as liaising across FCA to ensure that PSR's varied workload can be delivered to maximum impact.

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) and 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 £42K - £78K (salary negotiable depending on skills and experience).