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| **Job title** | Analyst, Operational Resilience |
| **Reporting To** | Director, Operational Resilience |

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| **About UK Finance** |

UK Finance is the collective voice for the banking and finance industry. Representing more than 250 firms across the industry, we act to enhance competitiveness, support customers and facilitate innovation.

We work for and on behalf of our members to promote a safe, transparent and innovative banking and finance industry. We offer research, policy expertise, thought leadership and advocacy in support of our work. We provide a single voice for a diverse and competitive industry. Our operational activity enhances members’ own services in situations where collective industry action adds value

**Our purpose**

To champion a thriving banking and finance industry, acting always in the best interests of consumers, businesses and wider society.

**Our values**

Integrity:            We act transparently and ethically for the good of our members as well as their customers and wider society. We seek to enhance trust in the banking and finance industry.

Excellence:       We lead from the front as a beacon of quality, inspiration and best practice.

Leadership:       We are proactive and innovative in helping to shape tomorrow’s banking and finance landscape

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| **Job Purpose** |

Support the Director, Operational Resilience in shaping and responding to operational resilience-related regulatory and policy proposals as made by UK, European and global policy makers. This will involve contributing to the establishment of UK Finance OpRes policy positions, advocating in support of these position through appropriate industry and regulatory fora, and helping to produce relevant thought leadership products (e.g. papers, industry guidance) for publication.

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| **Key Responsibilities** |

* Contribute to the drafting of the UK Finance response to the authorities’ operational resilience consultation papers, now due in October. This will involve consulting extensively with UK Finance members in the development of draft positions both bilaterally and through committees, providing secretariat support to these committees (e.g. minute taking, action follow-up etc), and working with associate members as we develop our draft position over the course of 2020.
* Support delivery of the Cross Market Operational Resilience Group (CMORG) 2020-2021 work plan. This co-chaired Bank of England/UK Finance forum is staffed by senior industry and regulatory officials with a mandate to deliver collaborative action projects that improve the operational resilience of the financial sector. We expect this work to include a review of effectiveness of the sector’s COVID19 response.
* Support the work of the Director, Operational Resilience, in the execution of UK Finance’s Sector Response Framework responsibilities during a business continuity incident. This will require extensive engagement and communication with regulatory and industry partners during an operational incident, and working with UK Finance communications staff in the development and approval of industry comms positions. Successful applicants will also be required to support the CEO and Chief of Staff should they be required to attend cross-industry crisis forums convened to response to an operational incident.

Other key areas of work include:

* Engaging with the European Banking Federation (EBF) and other Trade Associations, such as the Association for Financial Markets in Europe (AFME), and The City UK to ensure that there is a consistent message on operational resilience throughout the UK and Europe.
* Establishing relationships with associate members (firms that are not financial services providers such as technology providers) who can provide benefits to members through their expertise.
* Supporting the wider agenda of the Digital, Technology and Cyber team in providing value to members.

The post holder will also be expected to participate in and support:

* UK Finance representational activities in UK and internationally.
* Media and campaigns work.
* Briefings and correspondence.
* Training and events.

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| **Personal attributes** |

* Ability to think strategically and to work independently.
* Proactive and able to identify opportunities for policy work that supports members.
* Track record of delivery in areas working with different stakeholders.
* Adaptable and able to quickly pick up new issues.
* Able to engage effectively with different stakeholders (financial institutions, public sector, UK/EU/international) and able to influence and persuade senior stakeholders.
* Manage busy workload prioritising key matters as appropriate.
* Excellent written (drafting and blogging) and verbal communication skills vis a vis senior industry and public-sector representatives.

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| **Qualifications** |

* A degree or other equivalent, relevant qualification

**Skills and competencies**

* Strong communication and writing skills;
* Strong stakeholder management skills
* Experience of the following:
	+ Policy development, including the process of developing a position paper from a range of potential different viewpoints.
	+ Experience working on projects management.
	+ Working and/or engagement with the finance sector, and to a lesser degree the technology sector, regulators and HMG.

**End**