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| cid:image003.png@01D2932A.1F9825A0 | **ROLE PROFILE** |
| Prudential Regulatory Liaison and Horizon Scanning Specialist |
| **Reports to:** | Prudential Regulatory Liaison and Horizon Scanning Lead |
| **Grade:** | Senior Professional / Technical | **Job Family:**  | Financial Regulatory Governance & Treasury |
| **Leadership Responsibility:** | Direct Reports: | 0 | Indirect Reports: |  | **Regulatory Information:**  | Not Applicable |
| **Location:** | Binley, Coventry. Team-led hybrid working arrangements apply. | **Working hours:** | 9am – 5pm Monday - Friday |
| **Effective Date:** | N/A | **WD Job Code:** |  |
| **ABOUT THE ROLE**  |
| In the role of Prudential Regulatory Liaison and Horizon Scanning Specialist, part of the Society’s second line of defence, you'll have responsibility for supporting the Prudential Regulatory Liaison and Horizon Scanning Lead in managing the Society’s relationship with regulatory bodies, including the PRA and wider Bank of England. You will support in the preparation of briefings to Senior Management, the Executive and Board on regulatory engagement, and in preparations for key regulatory interactions including in relation the annual Periodic Summary Meeting (PSM), and monthly/quarterly updates with our supervisory team. You will support our technical specialists in preparing for key regulatory reviews such as L-SREP and C-SREP. You play a lead role in undertaking prudential horizon scanning activity, monitoring of UK regulatory developments and communication to key business areas. You will be required to track progress against new regulatory rules and expectations such as Supervisory Statements and Policy Statements. You will support in responding to Consultation Papers on regulatory change matters. |
| **ABOUT YOU**  |
| You’ll be delivering quality written work on some technical areas to an audience that includes Executive and Board members.  You’ll be highly organised, able to track a range of ongoing deadlines and information, as well as remaining professional at all times, having access to highly sensitive information.You’ll be proficient in summarising complex concepts in an easily understandable and simple way and extracting what matters most.You’ll have good regulatory knowledge in a number of key prudential areas such as capital and liquidity and a strong grasp of the regulatory process as applied by regulators, and the regulatory framework in the UK. |
| **REQUIREMENTS:**  |
| Previous experience is required in a financial services firm, with experience of dealing with regulatory bodies, including the PRA and wider Bank of England. Successful track record of effective communication and engagement at Senior Management, including supporting readiness for key regulatory visits..Commercially aware and educated to degree (or equivalent) standard or with relevant professional qualifications. You will also have experience of performing horizon scanning activity, including identifying impacts, communicating these effectively and tracking progress against regulatory rules, regulations and expectations. |

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| **YOUR KEY RESPONSIBILITIES**. (Additional detailed performance objectives will be set by your manager) |
| **General Profile** | * Strong understanding of PRA (prudential) regulatory requirements.
* Good understanding of the impact of regulatory change on the Society.
* A clear ability to assess and apply, as necessary to the Society, changes to existing regulatory requirements and new regulation.
* Strong report / paper writing skills with the ability to explain complex concepts in an easily digestible way.
* Support in preparations for PRA assessments (SREPs/PSM/C&C including monthly and quarterly meetings). This includes leading briefings to Executive and Board members.
* Support in the co-ordination of Society responses to consultation papers.
* Strong commercial awareness.
* High attention to detail.
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| **People & Relationships** | * Strong relationships with key internal stakeholders, including Senior Management, Executive and Board.
* Support in the maintaining strong relationships with regulatory bodies, including the PRA and Bank of England, acting as a deputy for the Prudential Regulatory Liaison & Horizon Scanning Lead.
* Clear and concise communication skills with experience of writing updates and presenting successfully to Senior Management, Executive and the Board at committees.
* Constructively challenge colleagues in a fair and balanced way.
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| **Governance, Risk & Controls** | * Track all regulatory engagement requirements, information requests and actions.
* Provide assurance on the operation of risk management arrangements and controls.
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| **Impact, Scale & Influence** | * Ability to work with all levels including Executive and Board, giving concise, understandable direction.
* Prepare papers for committees and meetings to update on regulatory engagement and horizon scanning matters, and ensure stakeholders are actioning activity where required.
* To ensure horizon scanning is appropriately tailored to stakeholders This includes supporting in the preparation and presentation of updates to Senior Committees, including Board Risk Committee and Executive Risk Committee.
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| **Decision Making / Problem Solving**  | * To consider a variety of stakeholder views and make independent judgements.
* To be a good facilitator but also come up with practical solutions.
* Ability to work to tight timescales, under pressure and to manage multiple complex and high-profile deliverables at once.
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| **Comparable Roles** | There are no directly comparable roles. |