



Job Description

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| JOB TITLE: | Senior Regulatory Development Officer |
| LEVEL/BAND | MM22 |
| DEPARTMENT: | Compliance |
| DIRECT REPORT: | Regulatory Compliance Manager |

Overall Purpose of the Position

- To research and track the development of rules / regulation and legislation from consultation right through to official publication and transposition into the local regulatory framework.
- To ensure that regulatory developments having a direct impact on the Bank's licensable activities are brought to the attention of, and potential impact discussed with, the applicable units or divisions – providing guidance on the required changes to Bank policies and procedures and retaining oversight of any project through which changes are being implemented.
- To provide consulting services for internal projects set up in order to adhere to regulatory developments brought to the attention of specific business units.
- To ensure that regulatory developments impacting specialised matters including (i) human resources (ii) finance (iii) health and safety are referred to the attention of the respective units as subject matter experts.

Operational Responsibilities

- To ensure there is ongoing access to resources providing advance notification of regulatory developments. This will be achieved by reviewing specialised websites – signing up to membership as may be appropriate, subscriptions to financial services specialised publications and knowledge of Continuous Professional Development initiatives including local and international seminars and courses.
- To (i) assess regulatory developments providing impacted units with a summary of the issues under review (ii) conduct research and liaise with external bodies which may include

regulators, EU supervisory bodies and consultants in order to clarify any queries raised by impacted units (iii) coordinate responses to consultation documents on behalf of the Bank (iv) represent the Bank on local and international fora discussing regulatory developments.

- To support but not chair Project Implementation Committees as may be appropriate – providing an interpretation of the applicable legislation thus facilitating the path towards achieving a compliant status.
- To effectively manage the day to day working relationship with APS Bank Departments and Divisions by providing support but at the same time retaining oversight of progress being achieved by projects set up to implement the required changes linked to a regulatory development. This will be achieved by working closely with the appointed project manager.
- To rapidly and efficiently escalate to the Head of Compliance any issues which can potentially delay the progression of a project intended to implement a regulatory development. This may include project management issues and the interpretation of specific sections within a Directive, Regulation, Legal Notice, circular or opinion from a Regulatory Body etc. Assistance from the Bank’s Legal Function or external consultants will be sought – as appropriate.
- To maintain a tracker of all regulatory developments differentiating those impacting licensable activities from those which are relevant to specialised units within the Bank. It is expected that the tracker will report on the progress towards formal transposition into the local regulatory framework.
- To continue to develop a sound working knowledge of the local regulatory framework and the applicable EU Directives and Regulations. This will include liaison with the Internal Legal Function and external consultants – as appropriate.

General Responsibilities

- To assist the Regulatory Compliance Manager with the preparation of the Team’s business plan and underlying budget / submission of reports / participation in projects.
- Demonstrate an ongoing interest in Continuous Professional Development.
- Champion the ongoing development of a Compliance culture within APS Bank by promoting adherence to policies, guidelines and procedures at all times
- To demonstrate team spirit by completing standard office tasks and any other duties that may be reasonably assigned from time to time.

Qualifications, Skills & Competencies

| | SKILL | EXPERIENCE | QUALIFICATION |
|-----------|--|--|--|
| MANDATORY | <p>Excellent verbal and written communication skills</p> <p>Accountable, Organised, Meticulous and able to handle tight deadlines</p> <p>Excellent analytical, troubleshooting and interpersonal skills</p> <p>Strong negotiating and relationship building skills</p> | <p>A minimum of two years previous Compliance experience – with sound knowledge of the local & EU regulatory scenario.</p> | <p>Relevant qualification in financial services, compliance or financial/economic crime.</p> |
| DESIRABLE | <p>Be computer literate with MS products and familiar with conducting research on the Internet.</p> | | |