**Standard Bank Job Description**

**Identifiers**

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| Job title\* | **Senior Regulatory Specialist (Financial Sector Conduct Regulation)** |
| Object Code | <<To be assigned in SAP>> |
| Industry job title: | Not applicable |
| Industry job code: | Not applicable. |
| Alternative job titles: | Market Conduct Regulatory Specialist  Financial Services Regulatory Specialist  Compliance Specialist  Compliance Subject Matter Expert |

**Links to structures**

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| Job function\* | Independent Assurance |
| Job family\* | Regulatory Services |
| Job reports to\* | Head: Financial Sector Conduct Regulation |
| Career type\* | Functional/Specialist |

**Contribution**

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| Level of Work\* | 6 - Business, Function and Product Leadership |
| Job purpose description\* | To support the Head, Regulatory Services Centre of Excellence and the Group Chief Compliance Officer to discharge their responsibilities relating to compliance risk management as required by applicable regulatory requirements and to assist business units within the Group to comply with laws. |
| Job criticality | Operationally Critical |

**Key Responsibilities**

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| Output Group 1\* | **Expertise in regulatory development and governance** |
| Outputs and measures\* | * Provide guidance on compliance best practices and trends. * Membership of relevant institutes is critical to understand industry best practice. * Assist business and line management in discharging their responsibility to comply with laws in order to: * Protect the reputation of the Group; * Avoid legal action against the Group; * Promote a good working relationship with regulators; and * Enable the Group to demonstrate to regulatory authorities and other stakeholders that it is “fit and proper” to undertake its business. * Draft, review and maintain Compliance policies relevant to the portfolio. * Ensure proper regulatory risk management framework globally. * Provide SME input into compliance training material. * Guidance on recordkeeping and ensuring effective recordkeeping. * Ensure effective, timely and comprehensive reporting to governance forums and external stakeholders. * Ensure the existence of a central point of reference and repository for regulatory requirements that fall within the portfolio. * Assist the Group to maintain effective relationships with regulators. * Assist the Group with timely and accurate submissions to regulators. * Development compliance risk management plans for the portfolio. |
| Output Group 2\* | **High-level capability in the facilitation of strategy development processes and executive engagement** |
| Outputs and measures \* | * Assist in keeping abreast with compliance related developments in the local and global financial services industry. * Assist in driving execution of strategic approaches and key initiatives. * Assist in the translation of initiatives into action plans and drive execution of same. |
| Output Group 3\* | **Understand, regulatory and governance frameworks and legislative contexts** |
| Outputs and measures \* | * Keep up to date with compliance related regulatory and legislative developments locally and globally. * Ensure adherence to any Compliance regulatory requirements pertaining to the Group. * Ensure that policies exist at the right level to meet regulatory expectation. * Develop and implement a regulatory framework for the Group. * Ensure regulatory risk management and governance processes integrate with broader Group governance and business line or jurisdictional governance processes. * Assist the Group to maintain an accurate regulatory universe. |
| Output Group 4 | **Solid appreciation of business processes, applications, stakeholder and consumer insights** |
| Outputs and measures | * Review significant business initiatives (new business, products, marketing campaigns and projects) and ensure that material compliance issues are identified and addressed timeously. * Act as a strategic business partner by understanding the needs of business and translating them into risk management solutions. |
| Output Group 5 | **High-level capability in analysing complex and evolving data across multiple jurisdictions, business lines and sources** |
| Outputs and measures | * Be a strategic business partner by understanding the BU products needs and translating them into regulatory compliant solutions. * Subject matter advice on regulatory requirements. |
| Output Group 6 | **Substantial influencing and stakeholder management skills** |
| Outputs and measures | * Manage the resolution of issues/queries taking ownership of the resolution or finalisation thereof. * Provide input to regulatory risk management initiatives and raising awareness. * Manage any subordinates, where relevant, in an effective and motivational manner, sufficiently developing, mentoring and coaching them. |
| Output Group 7 | **Excellent communication and collaboration skills** |
| Outputs and measures | * Assist in driving regulatory related compliance communication strategies. * Frequent and effectively communicate with all stakeholders in CF, PBB, CIB, WI, Insurance, Liberty, International and Africa regions, as well as Group Compliance Centres of Excellence. * Timely and adequate compliance reporting to the relevant management committees and regulators. |
| Output Group 8 | **High-level capability to interface with senior industry and regulatory stakeholders** |
| Outputs and measures | * Building strong relationships and networks with key role players in each of the business units / areas and corporate functions or externally. * Frequently communicate with Compliance stakeholders and business unit stakeholders to proactively identify any regulatory changes or aspects * Proactively develop and maintain appropriate networks of internal and external stakeholder/vendor relationships. * Effective management of all stakeholder relationships. * Ensure consistent, regular contact with business and risk management partners. |
| Output Group 9 | **Project management capability** |
| Outputs and measures | * Run policy management like a project. |
| Output Group 10 | **Risk management focus** |
| Outputs and measures | * Ensure that the reputational risk of the Bank is always considered. * Address issues raised by internal assurance bodies or regulators in a proper and timely manner. * Assist with resolution of compliance monitoring/audit issues. * Pro-actively identify and address gaps in policy controls, processes and procedures |
| Output Group 11 | **Digitisation focus** |
| Outputs and measures | * Assessing how digitisation of Regulatory Services processes can add efficiencies and productivity; improvement to governance and overall compliance risk management. * Driving digitisation strategy of Group Compliance. |
| Output Group 12 | **Client focus** |
|  | * Driving the simplification of regulatory requirements |

**Requirements**

**Qualifications**

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| Minimum qualification 1\* | Legal degree |
| Minimum qualification 2 | 3 Year’s banking and compliance requirements |
| Minimum qualification 3 | Prerequisite that the candidate is a compliance officer licenced by the Financial Sector Conduct Authority (FSCA) or eligible to be appointed as a licenced compliance officer by the FSCA. |

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| Preferred qualification 1 | B Com LLB |
| Preferred qualification 2 | Legal articles |
| Preferred qualification 3 | Suitable qualification in governance and/or risk management. |

**Experience**

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| Experience required 1\* | Job Function: Risk Management  Job Family: Click here to enter text.  Years: 3-4 Years  Experience Description: Click here to enter text. |
| Experience required 2 | Job Function: Risk Management  Job Family:  Years: 7-10 years  Experience Description: Minimum 8 years’ experience in a compliance function of a bank. Comprehensive understanding of the regulatory and business environment of a bank. Understanding of legal issues and the ability to interpret laws. |
| Experience required 3: | Job Function: Independent Assurance  Job Family: Click here to enter text.  Years: 3-4 Years  Experience Description: Click here to enter text. |

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| Experience preferred 1 | Job Function: Business Support  Job Family: Click here to enter text.  Years: 3-4 Years  Experience Description: Click here to enter text. |
| Experience preferred 2 | Job Function: Risk Management  Job Family: Click here to enter text.  Years: 3-4 Years  Experience Description: Click here to enter text. |

**Behavioural Competencies**

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| Behavioural competency 1\* | Competency Label: Interpreting Data  Competency Description: Advanced |
| Behavioural competency 2\* | Competency Label: Analysing Solutions  Competency Description: Seasoned |
| Behavioural competency 3 | Competency Label: Articulating Information  Competency Description: Advanced |
| Behavioural competency 4 | Competency Label: Developing Practical Approaches  Competency Description: Advanced |
| Behavioural competency 5 | Competency Label: Exploring Possibilities  Competency Description: Advanced |
| Behavioural competency 6 | Competency Label: Meeting Timescales  Competency Description: Advanced |
| Behavioural competency 7 | Competency Label: Convincing People  Competency Description: Advanced |
| Behavioural competency 8 | Competency Label: Generating Ideas  Competency Description: Advanced |

**Technical Competencies**

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| Technical competency 1\* | Competency Label: Strategic Planning and reporting  Competency Description: Copy from Technical Competency Library  Proficiency Level: SEASONED - Applies concepts without requiring supervision, able to provide technical guidance when required |
| Technical competency 2\* | Competency Label: Policy development  Competency Description: Copy from Technical Competency Library  Proficiency Level: ADVANCED - Mastered the concept, able to act independently, provides guidance and training to others |
| Technical competency 3\* | Competency Label: Strategy definition  Competency Description: Copy from Technical Competency Library  Proficiency Level: SEASONED - Applies concepts without requiring supervision, able to provide technical guidance when required |
| Technical competency 4 | Competency Label: Copy from Technical Competency Library  Competency Description: Copy from Technical Competency Library  Proficiency Level: SEASONED - Applies concepts without requiring supervision, able to provide technical guidance when required |
| Technical competency 5 | Competency Label: Copy from Technical Competency Library  Competency Description: Copy from Technical Competency Library  Proficiency Level: SEASONED - Applies concepts without requiring supervision, able to provide technical guidance when required |
| Technical competency 6 | Competency Label: Project Management  Competency Description: Copy from Technical Competency Library  Proficiency Level: ADVANCED - Mastered the concept, able to act independently, provides guidance and training to others |

**Leadership Competencies (for jobs in Levels of Work 3 to 7)**

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| Leadership Competency 1 | Competency Label: Purposeful Collaboration  Competency Description: Seasoned  Proficiency Level Description: Level 3 |
| Leadership Competency 2 | Competency Label: Customer and Client Focused Innovation  Competency Description: Copy from Leadership Library  Proficiency Level Description: Level 3 |
| Leadership Competency 3 | Competency Label: Driving Delivery of Results  Competency Description Seasoned  Proficiency Level Description: Level 4 |
| Leadership Competency 4 | Competency Label: Inspiring Performance for Execution  Competency Description: Seasoned  Proficiency Level Description: Level 4 |
| Leadership Competency 5 | Competency Label: Seeking Deeper Understanding  Competency Description Seasoned  Proficiency Level Description: Level 3 |

**Additional Job Dimensions**

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| Business accountability: Impact on end result\* | Shared - Jointly accountable with peers in our outside immediate department  Description or examples: Affects ultimate brand of the organisations and regulatory perceptions. |
| Typical direct reports for this job\* | Job Title: Click here to enter text.  Number: 1-3  Job Title: Click here to enter text.  Number: Choose an item. |
| Indirect reports | Job Family: Click here to enter text.  Number: No Indirect Reports  Job Family: Click here to enter text.  Number: Choose an item. |
| Financial accountability\* | Type of Budget: No Budget Managed  Size of Budget (ZAR equivalent): Ad hoc  Type of accountability: Choose an item.  Type of Budget: Choose an item.  Size of Budget (ZAR equivalent): Click here to enter text.  Type of accountability: Choose an item.  Type of Budget: Choose an item.  Size of Budget (ZAR equivalent): Click here to enter text.  Type of accountability: Choose an item. |
| Internal relationships\* | Business area: All Compliance staff across the globe and key internal executive and business networks. Ad hoc external and regulatory engagements.  Job: Click here to enter text.  Nature of relationship: Provide a service to them  Sphere of influence: Impact the whole Group  Description or examples:  Business area: Click here to enter text.  Job: Click here to enter text.  Nature of relationship: Choose an item.  Sphere of influence: Choose an item.  Description or examples: Click here to enter text.  Business area: Click here to enter text.  Job: Click here to enter text.  Nature of relationship: Choose an item.  Sphere of influence: Choose an item.  Description or examples: Click here to enter text. |
| External relationships\* | Role type of external contact: Industry role players in similar positions as well as industry bodies and regulatory bodies  Nature of relationship: Choose an item.  Description or examples: Click here to enter text.  Role type of external contact: Click here to enter text.  Nature of relationship: Choose an item.  Description or examples: Click here to enter text.  Role type of external contact: Click here to enter text.  Nature of relationship: Choose an item.  Description or examples: Click here to enter text. |
| Accountability for problem solving\* | Degree of guidance received to solve problems:  Generally defined - general principles with guidance from top management  Description or examples: Click here to enter text.  Degree of original thought required to solve problems:  Variable - Differing situations within boundaries of experience  Description or examples: Click here to enter text. |
| Accountability for planning of activities\* | Integration fo functions that are diverse in nature  Description or examples: Click here to enter text. |
| Discretion allowed for decision making\* | Generally Directed - Policy objectives, management general direction  Description or examples: Click here to enter text. |
| Work environment\* | Working Conditions 1: International Travel may be required  Working Conditions 2: Rest of Africa travel may be required  Physical Requirements 1: Open plan office  Physical Requirements 2: Open plan office |

**Regulatory Requirements:**

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| Regulated Role:\* | No |
| Regulations that apply: | Choose an item. |

**For Job Architecture Use only:**

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| Date Published | Click here to enter a date. |
| Job Evaluation Outcome | Job Evaluation Points: Click here to enter text.  Grade Table: Choose an item.  Assigned Grade: Choose an item. |
| Job Requester | Click here to enter text. |
| Job Approver | Click here to enter text. |
| Job Family Approver | Click here to enter text. |
| SA Market Survey Match | Market Survey Name: Choose an item.  Market Survey Reference Number: Click here to enter text. |
| Country Survey Match  *(to be captured against position)* | Country Survey Name: Click here to enter text.  Country Survey Reference Code: Click here to enter text. |
| Job evaluated by | Click here to enter text. |
| Competency profile formally completed? | Choose an item. |