

JOB PROFILE

Position Title	Manager, Regulations
Reports to	Director, Compliance & Enforcement
Department	Legal, Compliance & Regulations (LCR)

Role Mandate
To manage key functions and projects within the Regulations division of LCR and to support the stated goals and objectives for both Interac Association and Acxsys Corporation.

Key Accountabilities
<ul style="list-style-type: none">• Draft clear and concise Operating Regulations for any and all services offered (or to be offered) by Interac Association and Acxsys Corporation, using appropriate language and with appropriate cross-referencing and unification of the various provisions;• Provide leadership, direction and guidance in the development, vetting and adoption of Regulations that support the initiatives and/or policies/requirements developed by the appropriate business owner and that are approved by the Board/Management of both organizations ;• Work collaboratively with Business Units (BU) to formulate final Regulations that reflect (a) the policies and/or requirements documents provided; and (b) internal and committee/working group input received;• Managing review meetings of draft Regulations within LCR prior to sharing with other BUs or Members;• Provide requesting Business Units with copies of draft amendments of Regulations for review and input prior to distribution to Members/Participants;• Provide the appropriate Business Unit(s) with detailed rationale and background material to support amendments driven by LCR;• Identify and research trends and changing landscape of the Payments/Security Industry and develop and recommend possible amendments to the Operating Regulations based on specific industry trends and needs of Interac Association and Acxsys Corporation;• Perform a 360 review of the existing Regulations prior to drafting amendments to the Regulations and taking into consideration the BU requirements;• Oversee the development and implementation of work plans, including communication plans for all amendments to the Regulations;• Proactively engage other Business Units and Departments to discuss potential changes to the Regulations based on the needs of the Unit, Department, corporation and products new and existing;• Provide input to the development and implementation of information packages, and of processes and procedures documents, that help to educate new Members on Regulations, policies, procedures and processes;• Facilitate and work with BUs, assist them where possible with the socialization and communication of required amendments to the Regulations with Advisory Groups and Service Committees;• Manage all aspects of the Operating Regulation Change Management Process to ensure amendments to the Regulations have input from those required and the proper process is followed;• Lead Working Groups in projects related to Regulations and work with team members to ensure that these projects are executed and implemented on time and that high-caliber quality standards are evident in deliverables;• Prepare and present Regulations and Functional Specification amendments and their supporting materials as required for:<ul style="list-style-type: none">○ Board approvals; and○ Approval by the President.• Publish Regulations as required by the Operating Regulation Change Management process;• Track and communicate (as required) all amendments to the Regulations for future incorporation into the (future) Customized Regulations;• Provide first level support, advice, guidance, to staff, Members and Participants on all Regulations; and• Lead/participate in special projects, work initiatives, etc. when required.

Skills/Competencies Required

- Knowledgeable and skilled in the principles and practices of (business) rules and regulations, policies, analysis, development and their implementation;
- Well developed strategic planning, change management, team leadership, meeting management and facilitation knowledge and skills;
- Highly developed analytical & critical thinking skills to analyze policy issues, trends and impacts, identify options and implications, and propose practical solutions;
- Excellent communication skills including report and Regulation writing, oral presentation, consultation, advisory and relationship building skills;
- In depth understanding of the business environmental indicators as they relate to the changing financial services industry;
- Working knowledge of project management methodology and large scale, high availability networks, ABM payment devices, POS devices, card systems;
- Understanding of the role, mandate and functions of the organization and the ability to relate strategic policy formulation to these; and

Professional Experience & Education

- University degree or equivalent in a relevant business discipline
- 5 - 6 years' experience in the financial industry and understanding of the card industry