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| cid:image003.png@01D2932A.1F9825A0 | | | | | **ROLE PROFILE** | | |
| Senior Supplier Risk and Assurance Officer | | |
| **Reports to:** | Senior Manager Procurement and Third Party Risk | | | | | | |
| **Grade:** | Senior Professional / Technical | | | | | **Job Family:** | Risk Management |
| **Leadership Responsibility:** | Direct Reports: | None | Indirect Reports: | None | | **Regulatory Information:** | Not Applicable |
| **Location:** | Coventry/Manchester/Hybrid | | Working hours: | | | 35 | |
| **ABOUT THE ROLE** | | | | | | | |
| The Procurement Function is responsible for ensuring the organisations requirements are met through its procurement of goods and services, ensuring value for money is achieved and risks appropriately identified and mitigated.  This role is part of the Procurement and Third Party Risk Team, which is dedicated to ensuring risks associated with Third Parties are appropriately managed and mitigated in line with the Enterprise Risk Management Framework and associated guidance and policies relating to third parties. The role holder will ensure Third Party Risk frameworks and policies are complied with. This will include the review and potential revision of Procurement risk and controls to reflect the current environment, the creation and upkeep of new KRI’s which align with the end to end risks associated with third parties and the delivery of monthly and other periodic risk reporting.  The role holder will engage with a range of stakeholders across the organisation and Third Parties and be able to answer questions about existing policies, regulations and processes relating to Third Party Risk, suggest pragmatic solutions in the event of challenges with such standards being identified and be able to undertake agreed processes regarding the on-boarding and assessment of suppliers with speed and precision.  We’ll look for to you to manage and deliver a portfolio of external Third Party assurance reviews, ensuring robust assessment of policy and controls to identify, articulate and escalate risks in collaboration with internal business and risk category owners.  Providing management with information and presentation on any key findings to support business owners in effectively identifying and managing risks, issues, or control gaps.  Working with Business Owners and Suppliers located across multiple geographical regions, which may require occasional travel to conduct onsite reviews.  Supporting management of the Third Party Supplier register in line with any regulatory changes or jurisdictional requirements.  Maintaining our overall governance and risk position through regular monitoring and timely delivery of the assurance schedule.  The role holder will be expected to participate in broader initiatives and projects within the Procurement Function as required.  .  As a member of the Procurement Function, the role also requires you to identify, challenge, report and mitigate Third Party Risk in line with the Enterprise Risk Management Framework. Incorporates responsibility for the function Risk and Control Self assessment cycle and the oversight of any risk events and incidents occurring around Procurement and Third Parties. | | | | | | | |
| **ABOUT YOU** | | | | | | | |
| Naturally curious, you will be adept at reviewing data and identifying issues which require follow up or escalation and identifying root causes. You will have a good understanding and previous experience of what Third Party Risk is and an appetite to understand policies and regulations on Third Party Risk and how they should be applied in practice. You will be able to engage with a range of different stakeholders at multiple levels and help them to understand the value of managing third party risk. You will be inquisitive, methodical and highly organised in your approach, able to prioritise different requirements as required. You will be able to present your conclusions both verbally and in writing to a good standard.  You will collaborate with internal and external stakeholders to apply sustainable procurement principles.  You will need experience of working within risk and control, audit or a risk assessment team. Preferably, you will have experience in SOC and SOX reporting and a qualification such as CISSP, CCSP, Comp TIA Security+, ISO-27001 Lead Auditor or MBCI or working towards one of these accreditations would also be an advantage | | | | | | | |
| **REQUIREMENTS:** | | | | | | | |
| * Strong understanding of the regulatory environment informing Third Party Risk activity. * The ability to create accurate meaningful reports and management of logs, reports and folders relating to Third Party Risk * Has demonstrable experience of risk management specifically documenting risk and controls, assessing controls, logging events and on-going monitoring of the enterprise risk management framework. * Experience of assessing supplier compliance to Policy and recommending where necessary mitigating actions. * Proven ability to work across specialist teams to leverage their subject matter expertise in the assessment and management of risk. * Proficient in MS Office including Outlook, Word, and PowerPoint * Visio preferred but not mandatory * Strong collaboration and interpersonal skills with the ability to build positive working relationships at all levels * Excellent written, verbal communication and presentational skills   To work well in a fast-paced environment and have good organisation skills to deliver to deadlines | | | | | | | |

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| **YOUR KEY RESPONSIBILITIES**. (Additional detailed performance objectives will be set by your manager) | |
| **General Profile** | 1. **Undertake agreed processes relating to management of Third Party Risk**  * Undertake to a high degree of precision agreed processes required to identify, report and mitigate Third Party Risk as detailed in relevant policies and as directed by your line manager. * Create reports/MI as requested which identify organisations position regarding compliance with Third Party Risk policy and process. * Maintain Materiality / Outsourcing Register in line with relevant regulatory requirements and agreed policies and processes. * Complete required activities to support Enterprise Risk Management Framework – e.g. risk events, risk acceptances, exceptions to policies and incidents. * Undertake due diligence processes and monitoring checks (E2) – to include classification, due diligence questionnaire, risk assessment, exit and continuity requirements and notification to regulators * Perform quality assurance checks and processes over the completeness and accuracy of supplier due diligence processes.  1. **Complete risk and control oversight assessments**  * Complete assessments of the Third Party Risks to ensure they are fit for purpose and align with risk appetite and regulatory requirements in line with agreed policy. * Undertake control testing and share outputs with the wider team. Where appropriate suggest control enhancements to mitigate potential issues. * Maintain accurate logs and tracking documents for audit purposes in relation to risk processes. * Monitor and assess compliance to required policies highlighting areas of non-compliance and suggesting control enhancements. Apply appropriate risk governance processes. * Maintain the function Risk and Control Self Assessment * Manage and deliver a portfolio of external Third Party assurance reviews, ensuring robust assessment of policy and controls to identify, articulate and escalate risks in collaboration with internal business and risk category owners  1. **Be a subject matter expert on Third Party Risk**  * Maintain a good knowledge of Third Party Risk related guidance and policies, including external developments in this field and be able to advise stakeholders, including colleagues outside the Procurement Function on such matters. * Contribute to the drafting of revised policies and updates to key stakeholders, including updates to risk committees and Board.   **4**. **Assist in achievement of broader functional goals and plans.**   * Provide administrative and analytical support to the Procurement & SRM function as required. * Secretariat for the Third Party Risk Management Forum * Provide project support to the broader function |
| **People & Relationships** | * Stakeholder management – Engaging with key internal stakeholders, predominantly Risk and Compliance, Risk Category Owners and Business owners * Develop strong relationships with colleagues within Procurement & SRM Function, playing an important part to achieve team/individual objectives in relation to third party risks. * Works collaboratively with colleagues across the function coaching them on risk requirements |
| **Governance, Risk & Controls** | * You will understand and drive adherence to frameworks, standards, controls and procedures relating to third party risk. * Reporting – Preparation of accurate reporting on third party risk position. * Is quality focused, producing accurate reports which are right first time. |
| **Impact, Scale & Influence** | * You work with a broad range of stakeholders across the organisation and must be able to explain in clear and pragmatic terms third party risk processes and policies. * Influence colleagues in the Function and elsewhere in the organisation with the outputs of due diligence. |
| **Decision Making / Problem Solving** | * You will develop and maintain competence at required standards for role. * You will maintain an up to date knowledge of policy and processes relating to supplier management and core systems such as Workday, OneTrust and CORE/Archer. * You will address stakeholder dissatisfaction relating to Third Party Risk and seek to resolve it, suggesting appropriate improvements through your line manager. |
| **Comparable Roles** |  |