

Job description: Procurement and Third Party Management Specialist

Department	Central Services
Grade	11
Based	Milton Keynes
Reporting to	Head of Procurement and Third Party Management
Direct reports (yes or no)	No
WTW code	ALS020P311

Job Purpose

- Support the delivery of Procurement and Third Party Management activity for medium and low risk third party engagements.
- Support assigned business areas to manage their third parties – particularly their medium and low risk third parties – in line with the TPRM framework.
- Support the implementation and ongoing operation of the Third Party Risk Management (TPRM) framework across the MIB.
- Ensure third party data held within relevant systems is complete, accurate and up-to-date.
- Produce regular reporting outputs for input into TPRM governance and oversight committees to support ongoing TPRM compliance monitoring.

Key accountabilities

- Support the implementation and ongoing operation of the TPRM framework at MIB, as a comprehensive approach to managing risk and driving value from our key third party service providers.
- Provide day-to-day support to the Procurement and Third Party Management Leads, including managing the contracts database and procurement support across all categories for medium and low third parties.
- Support the Procurement and Third Party Management team in managing and maintaining data quality in third party management systems.
- Support the Procurement and Third Party Management Leads by managing third party due diligence and supporting in critical and important third party RFI's and RFP's.
- Responsible for keeping all third-party information within the TPRM systems accurate, complete and up to date at all times.
- Support the implementation and ongoing operation of a TPRM governance (oversight) framework by producing data extracts and management reporting for

submission to the working group and/or steering committee, to enable ongoing TPRM compliance monitoring and reporting.

- Support the relevant TPRO and TPAE with Procurement and third party management support in line with the TPRM framework for medium and low risk third party engagements.
- Contribute to the delivery of cost reductions, efficiencies and value opportunities through delivery of Procurement and third party management activity.
- Support to develop and deliver TPRM training materials, workshops and training sessions across the business.
- Build and maintain positive relationships with internal stakeholders throughout the business, including those at a senior leadership level, and be an advocate for TPRM.
- Identify and implement process and system enhancements as required, to drive TPRM maturity and ongoing continuous improvement.

Role requirements

- End to end procurement and third party management experience in a fast-paced organisation.
- Indirect Procurement and third party management experience including professional services and IT services.
- Commercially astute and financially literate.
- Highly organised and able to effectively prioritise competing demands, deliver according to committed timelines and work on own initiative.
- Highly computer literate, including advanced Excel, Word and Powerpoint skills.
- Detail-oriented and diligent, completing tasks to a consistently high-quality standard.
- A collaborative team-player, who takes accountability for delivery of owned tasks and also proactively contributes to the collective success of the team.
- Good communication skills and confident in dealing with internal and external stakeholders.