

Role Profile

Name	Vacant (<i>existing budgeted headcount</i>)
Role	Third Party Management (Procurement & Vendor Management) Maternity Cover
Reporting to	Head of Third Party Management (Procurement & Vendor Management)
Team	Third Party Management & Business Insights
Division	Operations
Key relationships	Investec Bank / Wealth / Branches & Subsidiaries
Regulatory status	Certified Person (CP): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If CP, please confirm: (i) The type of certified function(s) performed For guidance see <i>Role descriptions – help with defining Certified Persons</i>	Please tick as many as applicable: Material Risk Taker (MRT) <input type="checkbox"/> Client-dealing function <input type="checkbox"/> Requires FCA qualification <input type="checkbox"/> Supervisor/manager of a CP <input type="checkbox"/>
(ii) Mandatory professional qualifications and exams (required for the role)	(ii) Mandatory professional qualifications and exams required under the FCA T&C rules or prescribed by IBP (please state N/A if no qualifications/exams are required for this role): CIPS Membership nice to have
Description of role and key responsibilities	<p>This role will initially cover 9 month maternity leave</p> <p>Procurement Analyst to support Group Procurement wide initiatives covering third party on-boarding, and vendor selection, along with implementation of the third party management framework.</p> <p>You will be supporting the team across multiple categories including Operations, Services, Facilities, Legal and HR, working with the different stakeholders to shape requirements support on-boarding processes and ensure tools and systems are used to their full potential and that regulatory requirements can be demonstrated.</p> <p>The role will take responsibility for maintaining and developing the third party supplier database, contracts database, as well as the third party risk register. The successful candidate will also be responsible for ensuring that all supplier and procurement information is accurate and secure, as well as production of data and reporting to enable the team to maintain oversight and deliver value to the Group.</p> <p>A confident generalist with excellent relationship building and negotiation skills that thrives in a fast environment is the type of person that will succeed. Someone that has passion and pride in what they do.</p>

Core skills and knowledge	<ul style="list-style-type: none"> • On-board suppliers and control workflows, ensuring compliance with company procedures and other relevant standards and regulations. • Assisting with commercial assessments and contracting terms of agreements. • Challenge commercial decisions in line with category plans • Experience running agile but disciplined processes. • Identifying database and subsequent process improvement opportunities • To act with integrity at all times and embrace the philosophy of treating our suppliers and internal stakeholders fairly (compulsory). • Excellent MS suite skills. • Excellent communication and interpersonal skills, including stakeholder management and relationship building skills. • Be results driven and strive for business improvements. • Ability to prioritise workload and meet tight deadlines; with good organisational skills.
Any other attributes that would be helpful, but not essential for the role.	<ul style="list-style-type: none"> • Naturally you will have some experience of procurement across multiple procurement categories • Used to managing complex projects, often with challenging stakeholders • Currently working in Financial Services and used to banking processes, systems, technology and operations • Strong influencing and leadership skills, with the gravitas to negotiate credibly with suppliers • Be results driven with a track record of achievement, while adaptable in the face of adversity with an entrepreneurial spirit • You'll be passionate about providing unparalleled levels of service and convenience for customers and going that extra mile.

This role description accurately reflects the key responsibilities and associated skills, knowledge and attributes required for to perform this role at this time. It is the responsibility of the employee and manager, to update this profile, (and store against the employee's record), as responsibilities, required skills and knowledge changes.