

## JOB PROFILE

### JOB INFORMATION

|                   |                                  |                              |               |
|-------------------|----------------------------------|------------------------------|---------------|
| <b>Job Title</b>  | Third Party Relationship Manager | <b>Department</b>            | Finance       |
| <b>Job Family</b> | Finance                          | <b>Function</b>              | CFOO Function |
| <b>Grade</b>      | C (£80,000 - £100,000)           | <b>SMCR Role</b>             | n/a           |
| <b>Location</b>   | Merseyside / Tameside / Bradford | <b>No. of Direct Reports</b> | 0 (initially) |

### JOB PURPOSE

The Third Party Relationship Manager is responsible for first line oversight of the material third parties on which the Pool's outsourced operating model depends. The role implements and operates the Third Party Risk Management framework end to end — due diligence, onboarding, ongoing monitoring, KPI and service level management, escalation and exit planning — and supports procurement in RFP design and contract negotiation. It provides the evidence base for demonstrating effective control of outsourced arrangements to the Pool's committees, Board and the FCA. This role reports into the Finance Director.

#### Key Responsibilities

##### Third Party Risk Management Framework

- Implement and operate the Pool's Third Party Risk Management (TPRM) framework - materiality assessment, provider tiering and the oversight standards applied at each tier
- Maintain the register of outsourcing and third party arrangements, ensuring material and critical arrangements are identified, classified and kept current for Board and regulatory reporting.

##### Due Diligence and Onboarding

- Perform initial due diligence on prospective third parties, covering financial standing, operational capability, control environment, information security, resilience and sub-outsourcing.
- Issue and assess due diligence questionnaires, document findings and residual risks and recommend approval or rejection through the governance route; ensure exit plans, business continuity arrangements and audit and information rights are agreed before onboarding.

##### Ongoing Monitoring and Performance

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|                                    | <ul style="list-style-type: none"> <li>• Operate the ongoing monitoring cycle, including periodic re-assessment of due diligence, financial stability, sub-outsourcing changes and independent control reports.</li> <li>• Own the KPI and service level framework for material third parties, leading service reviews and tracking performance against contracted levels.</li> <li>• Escalate service failures, control weaknesses and breaches through the Third Party Oversight Forum and relevant committees, tracking actions to closure.</li> </ul> <p><b>Sourcing, Contracting and Commercial Support</b></p> <ul style="list-style-type: none"> <li>• Support procurement in RFP design, evaluation criteria and supplier selection, ensuring oversight, risk and resilience requirements are built into the specification.</li> <li>• Support contract negotiation alongside procurement and legal, ensuring service levels, KPIs, reporting, audit rights, sub-outsourcing controls and termination provisions are fit for purpose.</li> <li>• Maintain the contract register, tracking key dates, renewals, variations and notice periods.</li> </ul> <p><b>Governance, Reporting and Assurance</b></p> <ul style="list-style-type: none"> <li>• Prepare third party oversight MI and dashboards for the Third Party Oversight Forum, executive committees and the Board.</li> <li>• Support regulatory notifications relating to material outsourcing, provide evidence to internal audit, external audit and the FCA, and contribute third party inputs to operational resilience, business continuity and ICARA work.</li> </ul> |
| <b>Functional accountabilities</b> | <ul style="list-style-type: none"> <li>• Act as first line manager of the Pool's material third party relationships, with Risk and Compliance providing second line challenge, and provide regular oversight MI to relevant committees and the board of directors.</li> <li>• Maintain robust, evidenced controls across the third party lifecycle from onboarding to exit, including contract performance and value-for-money assurance.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| KEY INTERACTIONS                                                                                                                                                             |                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Internal                                                                                                                                                                     | External                                                                                                                       |
| <ul style="list-style-type: none"> <li>- CFOO</li> <li>- Finance Team</li> <li>- Risk &amp; Compliance</li> <li>- Investment, Operational and Corporate Functions</li> </ul> | <ul style="list-style-type: none"> <li>- Material third party providers</li> <li>- External &amp; Internal auditors</li> </ul> |