



# Third Party Risk Management Specialist

This is a hybrid-based role, our offices are located in Little Island, Cork.

**The Role:** You will lead centralised third-party risk management processes for all new and existing third-party vendors in Laya.

## Major Responsibilities:

- Ensure all vendors are risk assessed in line with Laya's policies and standards ensuring alignment with any CBI cross industry guidelines.
- Responsible for providing SME support to business areas, through the completion of the risk assessment process in collaboration with IT Security, Privacy and Legal as applicable.
- Support any additional risk assessment and due diligence for DORA (Digital Operational Resilience Risk), Outsourcing or Operational Resiliency requirements.
- Liaise with external parties as required to complete tasks.
- Develop and maintain a comprehensive register for both outsourcing and non-outsourcing third party arrangements, documenting all stages of the onboarding activity in centralised JIRA system and assign ongoing monitoring activities based on vendor risk rating.
- Ensure annual re-risk activities for Tier 1 and critical vendors are completed.

## Contract Monitoring & Oversight

- Review risk tiers for all active suppliers on an annual basis to ensure risk tiers are accurately applied and updated on JIRA system.
- Review vendor performance monitoring activities with Contract Owners based on vendor's risk rating and contractual requirements.
- Review Critical/High/Elevated Third Parties twice yearly along with a monthly sample of medium risk Third Parties. Validate what review has been completed by the Contract Owner to ensure the level of performance monitoring is adequate.
- Meet with all Contract Owners on a quarterly basis to assess compliance against the Third Party Risk Management Policy.

- Escalate any monitoring discrepancies or missed deadlines to relevant Departments Heads.
- Escalate contract monitoring non-conformance to the Procurement and Contracts Manager.
- Report any potential risks to Laya's Risk Team for logging in the Laya Risk Register.

### **Vendor Offboarding**

- Co-ordinate the offboarding activities for vendors in collaboration with the Contract Owner.
- Ensure the Contract Owner completes the vendor offboarding questionnaire and completed any tasks assigned to them.
- Request vendor to be removed from JDE payment system once all open invoices are paid.

### **Other Duties**

- Ensure Contract Owners are effectively managing their third-party vendors in accordance with regulatory requirements and Laya's policies.
- Support and collaborate on Project related initiatives as required.
- Maintain Third Party Risk Management Policy and internal Standard Operating Procedures, ensuring an annual review with updates as required.
- Develop and maintain training material for contract owners on their responsibilities under the Third-Party Risk Management policy ensuring annual training is issued via Laya Learning Platform.
- Support audits and regulatory reviews related to Third Party Risk Management.

### **Qualifications, Skills & Experience:**

- Minimum of a Bachelors' Degree required, in a relevant discipline.
- 3 - 5 years' experience in third party risk management and outsourcing in a regulated environment, preferably within the Finance industry.
- Strong understanding of CBI Guidelines on Outsourcing.
- Ability to interpret regulatory rules and guidance notes in a practical manner.

To apply for this role, please email [recruitment@layahealthcare.ie](mailto:recruitment@layahealthcare.ie) with a copy of you CV and a cover letter and quote the job title in the subject line of your email.

At laya healthcare we value diversity and recognise the benefits it can bring to our team and our customer interactions. We celebrate difference and want our people to be representative of all communities.

**If you require reasonable accommodation for any part of the application process, please let us know**

*Laya Healthcare Limited, trading as Laya Healthcare and Laya Life, is regulated by the Central Bank of Ireland. You will receive practical and financial support to achieve the Minimum Competency Qualification in Insurance which is a requirement in this role.*

It has been and will continue to be the policy of Laya Healthcare to be an Equal Opportunity Employer. We provide equal opportunity to all qualified individuals regardless of race, religion, age, gender, gender expression, national and ethnic origin, membership of the travelling community, marital and family status, disability or any other legally protected categories.

At Laya Healthcare, we believe that diversity and inclusion are critical to our future and our mission – creating a foundation for a creative workplace that leads to innovation, growth, and profitability. Through a wide variety of programs and initiatives, we invest in each team member, seeking to ensure that our people are not only respected as individuals, but also truly valued for their unique perspectives.