

JOB DESCRIPTION

Job Title: IT Asset & Purchasing Specialist	Post No:	Hoople Band: C
Service: IT Services	Section: Commercial Services	Location: Auxilium House / Hybrid
Organisational information: Responsible to: Commercial Manager Dimensions: Key relationships/Functional links with: <i>Internal: Finance, IT teams, Project Managers, Herefordshire Council, Wye Valley Trust, as well as staff at all levels across the organisation, including Directors, Assistant Directors, Heads of Service and team managers.</i> <i>External: Suppliers, customers, other local authorities, and other public sector organisations within Herefordshire and the West Midlands, including tenderers and contractors.</i>		
Main Purpose of Job: The IT Asset & Purchasing Specialist is responsible for end-to-end management of IT asset and purchasing activities across Hoople and its client organisations. The role ensures that hardware, software and other related services are purchased, tracked, maintained and disposed of in accordance with organisational policies and governance requirements. The post holder will maintain accurate asset and purchasing records, support the management of software licensing and inventory, and contribute to the delivery of a cost effective, secure and efficient IT service. They will work closely with colleagues, suppliers and stakeholders to ensure users have timely access to the technology and services required to support business operations. As part of Hoople's commitment to continuous improvement, the post holder will actively identify opportunities to enhance processes, improve efficiency, reduce manual effort and increase the quality and accuracy of asset and purchasing information, contributing to ongoing development.		
Main Responsibilities / Accountabilities: <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i>		
IT Asset Management 1. Maintain accurate and up-to-date records within the IT Asset Register, ensuring all hardware, software and licenses are appropriately recorded and managed. 2. Support Software Asset Management activities, maintaining accurate licensing records and assisting with compliance and optimisation initiatives. 3. Manage the day-to-day administration of the IT asset lifecycle, including purchasing, deployment, allocation, maintenance, recovery, disposal and replacement. 4. Ensure IT assets are correctly assigned, tracked, reconciled and audited throughout their lifecycle. 5. Coordinate hardware refresh and replacement programmes in collaboration with internal teams, customers and suppliers. 6. Monitor asset warranties, maintenance agreements and support contracts, ensuring renewals and replacements are actioned in a timely manner.		

7. Ensure the secure, compliant and environmentally responsible disposal of IT equipment in accordance with organisational policies and industry good practice.
8. Produce and maintain reports relating to asset inventory, utilisation, lifecycle status and replacement requirements.
9. Conduct regular stock checks, audits and reconciliations to ensure inventory records remain accurate.
10. Maintain secure storage, handling and tracking processes for all IT equipment and stock.
11. Coordinate equipment allocation, returns and redeployment activities, including support for Starter, Mover and Leaver processed and Business as Usual break/fix requirements.
12. Investigate and resolve asset-related discrepancies, ensuring data quality and records accuracy are maintained.

IT Asset Purchasing

13. Manage the purchasing of IT hardware, software licenses and other technology-related products and services
14. Raise, process and track purchase orders in accordance with organisational procurement policies, financial procedures and approval processes.
15. Obtain quotations and supplier pricing in line with organisational and customer requirements, ensuring value for money and compliance.
16. Monitor orders through to delivery, receipt and stock allocation, ensuring timely fulfilment of customer and business requirements.
17. Resolve supplier issues relating to deliveries, availability, quality, invoicing and order discrepancies.
18. Maintain accurate purchasing records, documentation and supporting audit trails.
19. Support budget planning, purchasing forecasts and expenditure monitoring activities.
20. Develop and maintain positive working relationships with suppliers, vendors and service providers.
21. Manage stock levels to ensure equipment availability whilst maintaining excess inventory, wastage and associated costs.

Governance, Compliance & Continuous Improvement

22. Ensure compliance with IT Asset Management policies, purchasing procedures, contractual obligations and audit requirements.
23. Support internal and external audits by providing accurate records, documentation and asset information as required.
24. Ensure purchasing and asset management activities are undertaken in accordance with organisational governance standards and financial controls.
25. Contribute to the production of management information, reports, dashboards and key performance indicators relating to asset and purchasing activities.
26. Identify opportunities to improve processes, enhance data quality, increase automation and reduce operational costs.
27. Support the development, maintenance and continuous improvement of IT Asset Management and Purchasing procedures, guidance and documentation.
28. Promote best practice across asset management and purchasing processes, providing advice and guidance to colleagues where appropriate.
29. Assist with projects and initiatives that impact IT asset management, purchasing activities or service improvements.

Other information:

- The post holder must comply with all organisational policies and procedures, and complete mandatory training as required.

- All employees are expected to uphold Hoople's equality values and treat colleagues and customers with dignity and respect. Bullying, harassment and inappropriate language are not acceptable.
- This job description outlines the main duties and responsibilities of the role and may be reviewed and amended, in consultation with the post holder, to meet the changing needs of the organisation.
- The post holder may be required to undertake other duties commensurate with the role from time to time.
- In seeking to recruit the best people, we will consider requests for flexible working arrangements and offer an inclusive and accessible recruitment process.
- The organisation operates a no smoking policy. Staff must not smoke on organisational premises or in any vehicle used for organisational business

Manager Signature:	<i>Z. Murray</i>	Date:	03.07.2026
Manager Name:	Zoe Murray	Job title:	Commercial Manager

Date Job Description last reviewed: 03.07.2026