

PERSON SPECIFICATION

Job Title: IT Asset & Purchasing Specialist Service: IT Services	Post No: Section: Commercial Services	Hoople Band: C Location: Auxilium House / Hybrid
All candidates will be considered on their ability to meet the requirements of the person specification.		
	Essential Criteria	Method of Assessment*
Experience	• Experience maintaining accurate records across multiple systems, ensuring a high standard of data quality and integrity • Experience working with suppliers, obtaining quotations and progressing purchases through to completions, including tracking orders and managing deliveries • Experience working with large volumes of data from multiple sources and producing clear, accurate and meaningful information. • Experience in IT asset management, purchasing, procurement support or inventory management. • Experience working within public sector, healthcare, educations of other regulated environments. • Experience using Enterprise Resource Planning systems and/or IT Service Management tools.	AF, I
Skills and Abilities <i>Including personal attributes</i>	• Knowledge of IT hardware, software and related technologies. • Understanding of inventory and stock management principles. • Excellent customer service skills with the ability to provide support and assistance to customers in a professional and approachable manner. • Strong organisational and administrative skills, with the ability to manage multiple priorities and meet deadlines. • Good working knowledge of Microsoft 365 applications, particularly excel. • Strong attention to detail and commitments to maintaining accurate records. • Ability to analyse information from multiple sources and present finding in a clear and methodical way. • Strong communication and interpersonal skills, with the ability to build effective relationship with customers, colleagues and suppliers. • Good problem-solving skills with the ability to identify issues and support their resolution.	I

	• Ability to work effectively as part of a busy team while also managing own workload. • Proactive approach to learning, seeking guidance where required and developing knowledge and skills. • Process oriented with a focus on continuous improvement and delivering high-quality outcomes. • Dependable, self-motivated and able to work with minimal supervision. • Commercial awareness and an understanding of financial controls and value-for-money principles. • Ability to identify opportunities for process improvement and increased efficiency.		
Qualifications and Training <i>including professional qualifications</i>	• GCSE 4-9 (A*-C) or • British regulated qualification framework level 2 and above or • International English language testing system (IELTS) score of 5.0 • Relevant qualifications in purchasing IT asset management, business administration or IT. Willingness to undertake further training, as appropriate.	AF, I	
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	• Ability to travel to and from Hoople main office in Hereford	I	
Manager Signature:	<i>Z. Murray</i>	Date:	03.07.2026
Manager Name:	Zoe Murray	Job Title:	Commercial Manager

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Presentation Date Person Specification last reviewed: N/A