



PERSON SPECIFICATION

Job Title: Senior IT Asset Manager Directorate: IT	Post No: Division/ Department: IT	Grade: Band D Location: Auxilium House
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
Experience	• Significant experience in purchasing within a highly regulated or public sector environment • Experience of working with IT systems and managing IT assets • Proven track record of using MS Office applications, particularly Excel for data analysis and reporting • Supervisory or team coordination/team leader experience within a procurement or IT environment • Experience in producing procurement reports and interpreting data • Experience supporting project delivery and working collaboratively across departments	Application/Interview
Skills and Abilities <i>Including personal attributes</i>	• Strong leadership and team coordination skills • Excellent IT skills, particularly Microsoft Excel, Word, Outlook, and familiarity with procurement software • Highly organised with the ability to manage competing priorities and delegate effectively • Excellent written and verbal communication skills, including the ability to produce high-quality reports • Strong interpersonal skills, with the ability to support, guide and influence team members • Analytical and problem-solving skills, able to work with data and present findings clearly • Ability to use initiative and work with minimal supervision • Calm under pressure and able to meet tight deadlines • Ability to uphold and communicate procurement and compliance standards confidently and professionally • Experience of managing supplier relationships and negotiating with external partners • Proactive, innovative thinker with a continuous improvement mindset	Application/Interview

Desirable Criteria <i>Including personal attributes</i> <i>Experience / Knowledge</i> <i>Education / Qualifications</i> <i>Skills and Abilities</i>	• Experience in supervising or mentoring staff in a procurement or IT environment • Knowledge of public sector procurement regulations and framework agreements • Experience supporting IT-related projects or change initiatives • Familiarity with contract management or supplier performance monitoring • Experience using Business World (or similar enterprise resource planning systems) • Relevant procurement qualifications (e.g. CIPS) • ITIL Foundation or relevant IT operations certification • Ability to develop and deliver training or guidance to team members • Strong attention to detail, especially in documentation and reporting • Comfortable presenting information to stakeholders or senior managers • Experience contributing to process improvements or digital transformation initiatives	
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