

JOB DESCRIPTION

Job Title: Senior IT Asset Manager	Post No:	Hoople Band: D
Service: IT Services	Section: Service Deliver	Location: Auxilium House
Organisational information: Responsible to: Commercial Manager Functional links with: Internal: Finance, IT departments, Project Managers, External: Suppliers & Customers (Herefordshire Council, Wye Valley Trust, Herefordshire and Worcestershire Integrated Care Board, and others).		
Main Purpose of Job: Deliver a professional, customer-focused IT Asset Management service to all customers under the general direction of the Commercial Manager.		
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> Support the Commercial Manager by leading and coordinating the work of the IT Asset Management and Purchasing Team, ensuring the delivery of a professional, efficient, and customer-focused IT purchasing service. Modernise the Asset Management function, streamline and drive efficiencies with the aim of improving the service delivered by the team to the clients, both internal and external. Provide day-to-day support and guidance to IT Asset Management and Purchasing Officers, acting as first point of contact for operational queries. Assisting with managing workloads and delegating tasks within the team to ensure timely completion of procurement activities. Develop and continually improve Software Asset Management processes required to maintain licencing levels and drive cost reduction by managing licence requirements in line with the Hoople SLA cost calculation schedule. Work with all relevant stakeholders to design and deliver a coordinated, connected Asset Register that integrates available data sources and can deliver robust reporting for auditing, clients and internal teams.		
Key Responsibilities: - Responsible for managing purchasing and asset management processes and procedures for hardware, software and licences. - Continuously improve the flow of goods and stock into and out of the business, reducing the requirement to hold excess stock on premises.		

- Support the Commercial Manager and the Contracts Officer by reporting on the levels of stocks being held, the value of the stock and be primarily responsible for the stockroom.
- Monitor stock levels, organisation of stock, conducting regular audits as well as ensuring strict security procedures are followed.
- Act as a key contact for supplier engagement, working with the Commercial Manager and the Contracts Officer to reduce the supplier base to achieve economies of scale and reduce administrative and procedural costs.
- Lead on the creation, maintenance and assist in the analysis and interpretation of purchasing and asset management reports to enable accurate and timely information for clients, audits and internal management.
- Support IT project delivery by coordinating asset purchasing and management activities, maintaining documentation, and liaising with project leads.
- Ensure teamwide compliance with all relevant Hoople policies and procedures including Health and Safety.
- Maintain accurate documentation, including order records, quotations, processes and other relevant compliance information.

Manager Signature:		Date:	
Manager Name:		Job title:	

Date Job Description last reviewed: October 2025