

Job Description

Post: IT Asset and Purchasing Manager

Purpose

To challenge educational and social disadvantage by achieving the highest possible standards of IT asset and procurement and preparing all our students to lead successful lives.

Duties and Responsibilities

- Responsible for the daily and strategic management of technology-related hardware and software within our Trust, negotiating optimal pricing and ensuring quality control throughout the asset lifecycle.
- Plan, monitor, track and record software license and hardware assets to ensure compliance with audit processes.
- Develop plans, policies and procedures to document processes which support the asset management lifecycle, including use of ITSM CMDB and Software Asset Management (SAM) systems.
- Ensure effective management of the ITSM CMDB and asset management systems and that the content contained is accurate.
- Lead on and form procurement strategies to optimise IT asset spending across our Trust.
- Track life-cycle management for each asset in order to maintain warranty information, refresh date, and end of life data information.
- Work with Group IT, Finance and Operational Business Managers to ensure inventory accuracy and maintain audit standards.
- Provide KPI / metric information in regards to asset lifecycle and procurement activities on a regular basis.
- Develop and implement disposal policies in line with regulations such as WEEE.
- Evaluate vendors, negotiate contracts / purchases and prepare associated paperwork to complete purchases / sign-offs / order fulfilment.
- Maintain good relationships with key suppliers, including supplier reviews; reporting on key performance and services offered.
- Support other Group IT activities as required.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Consistently implement all Trust policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Head of IT Services or Executive lead.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.