

## Person Specification

### Post: IT Asset and Purchasing Manager

Attributes	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to Degree Level in relevant discipline or equivalent demonstrable professional experience</li> </ul>	<ul style="list-style-type: none"> <li>IAITAM Certification, such as CHAMP, CSAM, and CITAM</li> <li>Procurement Certification such as CIPS</li> <li>ITILv3 or v4 foundation certification</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Values driven</li> <li>Consistent demonstrable experience of IT software and hardware knowledge and experience working in an IT asset and / or procurement role</li> <li>Software Asset Management (SAM) system experience e.g. Snow, Ivanti</li> <li>Proven ability and experience in executing operational and strategic asset management processes</li> </ul>	<ul style="list-style-type: none"> <li>Experience with business requirements gathering and analysis</li> <li>Experience of working with ITSM tools such as Remedy, Sunrise, ServiceNow</li> <li>Experience of developing business cases for new products / services</li> <li>Experience in budgeting and forecast planning</li> <li>Experience of supply chain management especially supplier SLA and BC compliance</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Knowledge of licensing agreements involving software and services (including Microsoft)</li> <li>Strong vendor management and negotiation skills</li> <li>Good analytical skills, with the ability to create reports and conduct analyses on data</li> <li>Commitment to safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of what makes an Dixons academy different and successful</li> <li>Specific knowledge of public sector procurement guidelines and processes</li> <li>Skilled in scoping, planning and managing asset audit and refresh activities</li> <li>Skilled in requirements and appropriation gathering</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>Strong moral purpose and drive for improvement</li> <li>Mission-aligned</li> <li>Humble and kind</li> <li>Motivated, enthusiastic and flexible</li> <li>Excellent interpersonal skills</li> <li>Good sense of humour</li> <li>Desire to develop yourself</li> <li>Ability to receive and act on feedback</li> <li>Strong attention to detail</li> <li>Ability to work under pressure</li> <li>Commitment to the full life of the academy</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>