

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

IT Asset Coordinator

## **College/Department**

Digital Solutions & Services

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0455-24

## **Salary**

£31,814 to £35,750 per annum (for exceptional performers, there is scope for further progression up to £41,113 per annum)

## **Reports To**

IT Purchasing & Operations Manager

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The IT Asset Coordinator is a crucial operational role, helping to manage the full lifecycle management of the University of Derby’s endpoint software and hardware assets e.g. laptops, PCs, mobile phones, AV equipment, networks, servers etc from procurement to disposal ("cradle to grave").

This role ensures accurate tracking, efficient utilisation, and cost-effectiveness of IT resources. The IT Asset Coordinator will work closely with the management team within Digital Solutions and Services to provide insightful reports and create dashboards that inform strategic decision-making regarding the IT estate, driving a value proposition by identifying and addressing underutilised assets.

## **Principal Accountabilities**

1. Asset Lifecycle Management: Will have oversight and help manage, the entire lifecycle of IT assets, including procurement, deployment, maintenance, upgrades, and disposal, ensuring proper documentation and adherence to policies.
2. Asset Tracking: Maintain an accurate and up-to-date inventory of all hardware and endpoint software assets. This includes recording details such as purchase dates, locations, specifications, licenses, and warranty information.
3. Procurement Support: Collaborate with the Digital Solutions and Services management team to streamline the acquisition of new hardware and endpoint software, ensuring compliance with budgetary constraints and company standards.
4. Endpoint Software License Management (SAM/SAML): Manage software licenses to ensure compliance and optimize usage. This includes tracking license renewals, allocating licenses to users, and preventing unauthorised software installations, working in close liaison with the endpoint team.
5. Hardware Maintenance and Support: Coordinate with vendors and internal teams for hardware maintenance, repairs, and replacements. Maintain records of maintenance activities and warranties.
6. Disposal of Assets: Manage the secure and environmentally responsible disposal of retired IT assets, ensuring data wiping and compliance with relevant regulations.
7. Reporting and Analysis: Develop and maintain regular reports on asset utilisation, cost, and compliance. Create dashboards to visualise key metrics and trends, providing insights to management for strategic decision-making.
8. Identification of Underutilised Assets: Proactively identify and analyse underutilised hardware and endpoint software assets, recommending opportunities for reallocation, repurposing, or disposal to maximise value and reduce costs.
9. Collaboration and Communication: Work closely with Digital Solutions and Services staff, management, and end-users to ensure smooth asset management processes and effective communication regarding asset-related issues.
10. Policy Development and Enforcement: Contribute to the development and implementation of IT asset management policies and procedures. Ensure compliance with these policies throughout the organisation.
11. Continuous Improvement: Stay up to date with industry best practices in IT asset management and identify opportunities for process improvement and automation.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Undergraduate degree or equivalent experience

#### **Experience**

* Demonstrable experience in IT Hardware and Software Asset Management in a large-scale environment
* Experience with asset management software and tools
* Demonstrable experience of high service standards for IT Asset Management
* Experience of challenging and escalating asset management lifecycle to drive efficiency and user experience
* Experience in developing and implementing IT asset management policies and processes
* Experience in building automation workflows and maintaining accurate asset inventories

#### **Skills, knowledge & abilities**

* Strong understanding of hardware and software asset lifecycle management principles
* Expert knowledge of software licensing, compliance requirements, and cost optimisation strategies
* Proficiency in data analysis and reporting, including dashboard creation
* Excellent communication and interpersonal skills
* Attention to detail and accuracy
* Strong organisational and time-management skills
* Strong analytical skills and demonstrated problem solving skills
* Good knowledge of IT services delivered within a corporate environment
* Expertise in Microsoft Office

#### **Business requirements**

* Ability to be flexible within the working pattern to meet the business needs, including out of hours work
* Willingness and flexibility to travel and work between University sites in a cost effective and timely manner

### **Desirable Criteria**

#### **Qualifications**

* ITIL Version 4

#### **Experience**

* Experience of supplier engagement
* Experience of working with operational and technical teams to meet their needs within the asset management lifecycle

#### **Skills, knowledge and abilities**

* Knowledge and experience of ensuring compliance with regulatory and organisational policy and guidelines
* Knowledge of Change Management
* Knowledge of Problem management

# **Benefits**

The University of Derby believes in providing choice to our people suited to their needs or life stages. Offering a number of salary sacrifice options, a generous holiday entitlement starting from 26 days plus bank holidays and 4 concessionary days and a host of family friendly policies, mean that splitting your time and finances can be easier. For those with prospective students in the household, we also offer tuition fee support to partners and children and, not forgetting you, we offer financial support for accredited learning.

Our competitive 'total reward' offering has something for everyone and looks to reward and recognise people in different ways.

Core to the package is a competitive pay structure and generous public-sector pension schemes. Our pay structure allows for stepped progression in role and is reviewed against the market and, where applicable, awarding national pay awards annually. Further financial support is offered through our generous pension contributions in support of your retirement fund with those within our Teachers’ Pension Scheme receiving an employer contribution of 28.6% of salary and those within the Local Government Pension Scheme at 23%.

Wellbeing at Derby features within our benefits options from our Employee Assistance programme through to our eyecare voucher scheme, not to mention the discounted membership for our on-site gym at our Kedleston Road campus. With our Inclusion and Wellbeing Networks, there really is support for everyone.

We also facilitate ‘Give as You Earn’ options to donate to your preferred charities straight from your pay which enhances the amount your charity receives for your donation.

At the University of Derby, we celebrate loyalty and achievements through our Staff Excellence Framework be it financially, or non-financially. We aim to foster a culture of boldness and brilliance in our people, and from a simple thank you through to a local awards ceremony, we recognise and celebrate notable achievements of our colleagues.

For more information on the benefits of working at the University of Derby go to the [Benefit pages of our website](https://www.derby.ac.uk/jobs/life-at-derby/rewards-and-benefits/).

# **Our People**

The University of Derby is committed to promoting equity, diversity and inclusion, regardless of age, disability, trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

We are Disability Confident Employers, demonstrating our commitment to disability inclusion, and invite applicants to highlight adjustments they may require to ensure equitable participation in our recruitment processes.

Further, we are committed to ensuring an environment which is trans and non-binary-inclusive for all our staff, students, partners, and visitors, and continuously review our policies, guidance and training.

When applying to join the University, you can choose your preferred title, including the gender-neutral title 'Mx'. We also ask our candidates if they would like to share their preferred pronouns. This is voluntary but demonstrates our commitment to inclusivity for trans and non-binary candidates. Once employed, you can add pronouns and preferred names onto our system.

The University of Derby undertakes anonymised shortlisting during the staff recruitment process. This means that, when shortlisting, panel members will not be able to see an applicant’s name and will see an applicant number instead. This demonstrates the practical steps we are taking to remove barriers to recruitment by minimising the possible impact of our unconscious bias.

However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.

For more information on equity, diversity and inclusion at the University of Derby, please visit our [website](https://www.derby.ac.uk/about/equality-and-diversity/).