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| Job Title: Software Asset Manager | |
| Job Evaluation Number | C346 |

JOB DESCRIPTION

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| Job Title: Software Asset Manager | |
| Job Family: ICT | Role Profile Title: BB4 Police Staff |
| Reports To: ICT Head of Governance & Assurance | Band level: 4U |
| Staff Responsibilities (direct line management of): Software Asset Analyst(s) | |

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: ensure both Hampshire Constabulary and Thames Valley Police are compliant with all software license obligations. Take responsibility for the definition, implementation and assurance of the overall software assurance strategy, control framework and associated processes across the whole of Joint ICT to ensure our investments in software are efficient and aligned to our required needs and usage forecasts.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspects of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Responsible for ensuring full licence compliance (multiple vendors, including Microsoft and Oracle) across both forces, through implementing a strategic framework for Software Assurance of our complex enterprise wide licence estate, to validate that organisational investment in software is both timely & efficient based on regular reviews of needs and usage audits. Own and manage all licences inventory (true-ups) and renewal co-ordination and negotiation.
2. Create, implement and manage production of vendor compliance reporting, including risk analysis and cost saving opportunities, software asset life cycle management status reporting, metrics and benchmarks to ensure that software asset life-cycle-related data required by stakeholders is gathered and shared appropriately. Ensuring that all costs and risks are correctly identified, analysed, and logged, and that mitigation and remediation activities are recommended, tracked and reported upon to SMT
3. Work in partnership with colleagues across Joint ICT, including Architecture, Technical Services, Application Lifecycle Management, as well as central Finance and Procurement teams to develop, implement and maintain the appropriate strategy and frameworks for Software Asset Management across both forces and all vendors
4. Manage transition from delivery to BAU, review and approve annual software maintenance budgets (including factoring in strategic growth) and software-related detail in business cases and project related documentation, to ensure that they comply with corporate policies, applicable standards and legislation and to ensure that JICT Commercial team are kept up to date
5. Offer support and advice to technical, programme, project, Business Partners, and portfolio leads on software licensing and compliance, maintenance and support agreements, and recommend actions that optimise the organisations software asset portfolio
6. Develop, implement and manage a continuous improvement plan for the Software Asset Management function based upon appropriate performance KPI's identified and regular auditing of data

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| 7. Ownership of SAM Tool, establishing, maintaining and refreshing the platform. Implementing and assuring process for accurate collection and collation of data, which can be used in reporting to drive decisions by SMT |
| 8. Coordinate the organisations' response to Software Vendor Audit or license validation requests, in consultation with the relevant stakeholders and project teams |
| 9. Offer support and advice to technical, programme, project, Business Partners, and portfolio leads on software licensing and compliance, maintenance and support agreements, and recommend actions to procurement on appropriate licensing models that optimise the organisations software asset portfolio |
| 10. Engage, liaise and influence other ICT technical functions and Business Partners to ensure management of Software Assets in accordance with ICT Dept policy. |
| 11. Management reporting on consumption on SAAS and AZURE, to ensure containment of consumption and value for money |
| 12. Any other activities and duties that it would be reasonable to expect a Software Asset Manager to undertake at the discretion and instruction of Head of ICT Governance & Assurance |

c. **DIMENSIONS:** Include matters such as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

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| Further Comments: |
| Build function from scratch, controlling initial risks and taking us through maturity growth - Developing and implementing strategy, able to execute, manage and monitor with confidence and autonomy |
| Working closely with Technical, Application Lifecycle Management, Commercial and Procurement leads this role will be accountable for our overall software asset management together with the renewals of complex enterprise wide license renewal negotiations, which will be in excess of £10m per annum. |
| Additionally the role holder will be responsible for bringing innovative developments to our software asset management processes through the introduction of seamless automation, improved asset management toolsets and dynamic license management procurement tooling to establish 'just in time' procurement processes that balance cost and risk appropriately. |
| Comfortable matrix managing resources in the successful completion of agreed tasks |
| Is a recognised subject matter expert in Software Asset management and key industry vendors (such as Microsoft & Oracle), will have a background in technical disciplines/technologies, and proven capability of Enterprise wide license delivery |
| Works with and influences department peers and has excellent stakeholder and communication skills. |
| Works closely with other enabling functions (Finance, Procurement, HR etc.) on behalf of ICT and empowered to make appropriate decisions, representing the ICT Head of Governance & Assurance on Software Asset Management matters when required to do so. |

d. CHARACTERISTICS OF THE ROLE

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Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

| <i>The knowledge or skills required in the role are as follows (essential or desirable):</i> | <i>E/D</i> |
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| 1. Demonstrable experience in IT Asset Management and Discovery tools, with an appreciation of ITIL Service Management v3 | E |
| 2. Proven Experience working in a similarly complex ICT / technical environment, with a proven track record of setting up a new function | E |
| 3. Strategic thinker, able to articulate & communicate longer-term strategies supported by executable delivery plans and problem solving ability | E |
| 4. Excellent communications and influencing skills, both written and oral, including presentation skills, being flexible, adaptable and able to work systematically with little direct supervision | E |
| 5. Ability to engage with all levels of organisation and produce desired results | E |
| 6. Ability to lead and develop people effectively, creating a high performing team | E |
| 7. Must have capability to travel to different locations across both Forces and undertake all assignments in a timely manner. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential. * | E |
| 8. Strong analytical, data processing and problem solving skills | E |
| 9. IAITAM / Undergraduate or Post Graduate Degree or similar relevant experience in a related field | D |
| Additional comments: * At interview, candidates will be asked to confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle | |