Role Definition

Job Title: IT Software Asset Manager
Reporting to: IT Procurement Manager ultimately to the Head of Technology

This role takes responsibility for developing and maintaining an accurate record of all software assets across the estate and manages the view of software license grants and usage ensuring compliance and reporting misuse or anomalies.

Responsibilities
- Lead a transformational initiative to uplift the maturity level for software asset management across the practice, addressing the changes in demand forecasting, licensing models and asset controls
- Proactively identify and implement continual improvement opportunities
- Manage asset register of software (On-premise, SaaS and Subscription) across the global enterprise
- Identify and implement appropriate reporting and control activities to ensure software assets are maintained and software license grants are used within the terms of use
- Build reporting and strategies that ensure the maintenance of software assets within the enterprise; Active reporting, analysis and action based on report outcomes
- Maintain a SAM risk register and be proactive in helping all stakeholders identify, analyse, mitigate, and escalate software related risks
- Define and implement internal audit and reconciliation strategies, respond to and manage potential external audits and work with 3rd party resellers to ensure that IT is compliant with the T&Cs of its software assets
- Assist IT procurement team in managing software ordering and compliance
- Take a lead responsibility, working with the Business and Design Systems team, to manage the technical software portfolio (eg. Autodesk, Adobe, Rhino), covering asset/license management, software testing, and, software usage monitoring & reporting
- Support the Software Distribution Team to effectively manage software updates, software versioning, and, software packaging, testing and distribution
- Work closely with all software owners to help them understand and exercise their responsibilities effectively
- Maintain knowledge of and compliance with F+P procedures and standards

Qualities and Skills required
- Relevant software asset management qualifications are preferred
- 4+ years' experience in software asset management
- Power BI Knowledge - basics
- Knowledge and experience in building reporting and analytics
- Excellent attention to detail and organisational skills
- Proven experience in a relevant IT environment
- Good awareness and experience of interpreting and understanding vendor license terms
- Able to manage and prioritise tasks and time efficiently
- Able to manage sensitive and sometimes confidential information
- Excellent written and verbal communication skills – articulate and diplomatic manner
- Self-motivated and able to take responsibility, Flexible attitude
- Able to demonstrate initiative and a proactive approach to daily tasks
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure while remaining calm and professional at all times
- Legally able to work in the country in which the position is based

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be

reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

January 2024