

Job Profile - IT Asset and Logistics Lead

Job Title: IT Asset and Logistics Lead

Job Grade: Level 4, Zone 2

Salary Range: £45,042 - £51,870

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

The IT Business Management function within our Digital and Data Services (DDS) department, explores innovative and efficient ways to procure products, oversee delivery and distribution within the Council services and Camden Schools. You will be managing the life cycle of the Council IT assets, ensuring asset records are updated from delivery to disposal. Monitoring stock levels and delivering goods as per demand, collaborating across teams, working in an agile, fast-paced environment.

About the role

The main focus of the role will be to manage the logistics and asset management functions with a view to meeting corporate objectives and ensuring optimal efficiency. Managing the whole supply and delivery chain to coordinate and effectively liaise with suppliers, procurement and operations teams. Identifying and resolving complex problems to achieve business objectives and meet both internal and external service commitments while promoting safety first, driving continuous improvements, balancing demand with capacity and inventory. Providing oversight and delivery of a robust stock control and hardware asset management process to ensure all demands are planned and accounted for and all assets are logged and audited.

Planning and overseeing incoming and outgoing disposal, ensuring data is erased from the devices before disposal, and in accordance with Camden security standards, environmental and waste legislation such as WEEE.

Providing management reporting on asset lifecycle, including trend data and recommendations on demand planning, remedial actions required around compliance and any issues on warranty and support.

About you

- The successful candidate must have strong knowledge and background of IT asset management practices, with a good understand of demand management, ordering cycle and stock auditing.
- Th ability to manage customer expectations and ensure effective communications with colleagues and customers throughout the service.
- Be familiar with the management and maintenance of large data sets including but not limited to Inventory and Stock control.
- Have experience of End User Compute (EUC), Planning, logistics, and demand management, budget and financial processes.
- Ability to manage competing work priorities effectively and ensure an efficient working environment.
- Must have valid UK driving licence for large vehicle and experience in driving small to medium size van.
- Experience in managing delivery, loading and unloading goods, handling heavy items, and in large quantities.
- Experience in planning delivery routes, resource and delivering to different locations.
- Experience of using MS Office packages and IT systems.

Work Environment:

This is an onsite role and will require traveling to and from different Camden offices and Schools. May be required work some weekends and out of hours.

Main office base with be Crowndale Centre and 5 Pancras Square

People Management Responsibilities:

Line management of Logistics and Asset Officer

Relationships:

- Internal at all levels including executive, senior officer, officer and members.
- External, including local government, voluntary sector, public, private, membership bodies, professional bodies agencies and other suppliers.
- Work closely with all Digital and Data Services (DDS) teams to coordinate logistic and asset management.
- This post reports to the Business Manager.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,

Note:

This document is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.