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| **Title** |  **Software Asset Controller**  |
| Performs work for |  Senior Ops Manager  |
| Location | Oakdale, Wales  |
| Date Written/Revised |  09/07/2024  |

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| **Work Objective** |
| The Software Asset Controller will provide full Software Asset Management (SAM) lifecycle services from software acquisition and commercial review to software Licence management and full technology road maps. Experience of supporting supplier contract management, negotiation of commercial terms including software Licence loans and agreements is essential. The Software Asset Controller will be the main point of contact for programme software lifecycle and support supply chain commercial requirements across the General Dynamics Mission Systems (GDMS) UK business units. |

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| **Specific Work Tasks** |
| Work Tasks Include | **SW Licence Risk Review & Procurement*** Provides commercial software Licence terms review and assessment of risks across the GDMS UK business units
* Ensure that GDUK meets the legal and commercial obligations including future Licence use required regarding the deployment of software Licences within GDMS UK and it’s customers
* Ensure that all software Licence orders, renewals and procurements are processed accurately and efficiently in line with Acquisition of COTS Software Products procedure
* Support the Supply Chain procurement of COTS and FOSS software downloads
* Support internal stakeholder’s issues pertaining to Intellectual Property Rights (IPR), Export Administration Regulations (EAR) and International Trade of Arms Regulations (ITAR) with respect to the procurement of software and software documentation from vendors.

**SW Asset Management post Procurement*** The management of software assets and Licences throughout the Programme Lifecycle Understanding all software inventory items and their licensing use while providing the appropriate advice and guidance to programmes.
* Co-ordinate the through-life transition of software from the procurement and receipt of individual Configuration Items (CIs) from vendors to their incorporation into builds and sell off to the Customer. This will include taking ownership of software inventory items and managing software Licences for development, experimentation and production release.
* Support Engineering/CM Departments in the creation of software licence Bills of Materials (BoMs) and their release into Oracle ERP.
* Facilitate regular audits to reconcile installed software against purchased software licences to verify compliance.
* Validate and report on the programme software licence status.
* Undertake Key Performance Indicator (KPI) reporting in line with Software Asset Management requirements.
* Support the programme Government furnished equipment managers to facilitate equipment issuance from customers.
* Facilitate regular audits to reconcile installed software against purchased software licences to verify compliance.

**Commercial Background*** Able to support pre-contractual phase of subcontract management, including the completion of due diligence, Non Disclosure Agreements, bailment agreements, collateral agreements including but not limited to Teaming Agreements, letter of Intent, Confidentiality, Intercompany Agreements (ISAs) etc. with minimal or no oversight.
* Creation and negotiation of subcontract commercial agreements and proposals.
* Ensure all employees are aware of corporate and company standards in contract drafting and negotiation.
* Terms & Conditions – Thorough understanding, review and supplier negotiation.
* Software Licensing Agreements (COTS, FOSS)
* Leasing and Loan agreements
* Preparation and compliance with business procedures and review of issues arising
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| **Work Experience and Knowledge Required** |
| Required Experience and Knowledge | * Experience in software asset management (SAM)
* Experience in software procurement and End User Licence Agreements (EULA)
* Commercial terms and acumen
* Desirable – Legal knowledge and application of EULA
* Good understanding of procurement laws and regulations
* Proficient with IT systems
* Proficient with Excel and other Microsoft packages
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