



MIRA INSTRUMENT CALIBRATION AND REPAIR CENTRE JOB DESCRIPTION

Title of Job	Facility Coordinator
Department	Instrument Calibration and Repair / 0457
Sub Band	3K
Date Required	
Salary Range	As MIRA Salary scales
Number Required	
Location	Nuneaton
Reason for Vacancy	
Would You Consider Using a Contractor? (If so, give likely duration)	Due to the nature of the role this need to be a permanent role.
Responsible To: (Give titles)	Manager - Test Support Services
Titles of any Subordinates	ATD Technicians
Main Purpose of Job	To coordinate the facility usage with the Test Support Service and provide support to the Passive Safety CG.
Key Functions	<ul style="list-style-type: none"> • Facility Management – Dummies & Rigs including Maintenance, Annual Calibration, Build, MiBos Reservations, Customer & Test Requirements, usage & relevant metrics • Operations Management – including Equipment, Schedule, Workload, Staff etc • Customer Liaison – internal & external • Management & supervision of staff including day to day activities of the ATD Team, development, PDP • Identify opportunities for increasing consistency, efficiency, Process Improvements, KPIs, SOPs • Team Management including training, communication, performance management, 1-2-1s and responsibility for overall team performance • Overseeing Legislative & Regulated Testing • Health & Safety systems – Risk Assessments, Safe Systems of Work etc • Compilation of Quotes & Proposals, Project Management • Capital Expenditure • Provide support to Test Support Services in order to ensure timely delivery • Support facility and workload planning
Promotion Prospects	Limited

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Essential Qualifications	Level 3 in Business Admin or similar
Preferred Qualifications	Level 4 in Business Admin or similar
Essential Experience	Previous experience of running a small team
Preferred Experience	Previous experience of requirements of Safety testing.
What is the Candidate Likely to be Doing Now?	
Other Information	<ul style="list-style-type: none"> • Ability to manage his/herself (in terms of self-awareness and self-control) and their relationships with others. • Good English based communication skills. • Good timekeeping. • Ability to learn new skills quickly. • Ability to work on own initiative. • Some shift working may be required. • Some working at other UK MIRA Sites may be required. • Some working in other department with Passiv Safety may be required from time to time.