

## Job Description.

HORIBA MIRA, (hereafter known as MIRA), is a global provider of pioneering engineering, research and test services to the automotive, defence, aerospace and rail sectors. We work in close collaboration with vehicle manufacturers and suppliers around the world, providing comprehensive support ranging from individual product tests to turnkey engineering design, development and build programmes.

With over 70 years' experience in developing some of the world's most iconic vehicles, our engineers utilise the latest test facilities and simulation tools to make vehicles and journeys safer, cleaner, more efficient and rewarding. Our suite of 37 major test facilities, 100km of specialised proving ground and wealth of engineering experience, combined with our expanding international presence, means we are confident that we can achieve our vision – that by 2020 every journey in the world will be positively influenced by us.

Progress towards achieving our vision has been significantly accelerated through the creation of MIRA Technology Park, Europe's largest transport technology R&D cluster. By applying our advanced engineering, test and validation capabilities to our customers' challenging programmes, we are already shaping journeys of the future.

<b>Title of Job:</b>	Facilities Planning Lead		
<b>Department:</b>	485		
<b>Grade:</b>	3K		
<b>Date Required:</b>	ASAP		
<b>Salary Range:</b>			
<b>Number Required:</b>	1		
<b>Location:</b>	HORIBA MIRA – Nuneaton		
<b>Contract Type:</b>	<b>Permanent:</b>	Permanent	<b>Contractor:</b>
<b>Responsible To:</b>	Facilities and Maintenance Manager		
<b>Subordinates:</b>	0		

### Main Purpose of Job

- Lead and Manage the allocation of MTP buildings to HORIBA MIRA teams and projects and MTP tenants
- Develop and Manage a programme of works(for agreement) to upgrade and maintain HORIBA MIRA work spaces so that all teams have a consistent high quality work environment
- Work with the Facilities and Maintenance Manager to deliver optimisation of MTP spaces
- Support the Facilities and Maintenance Manager in delivering the overall MTP Site roadmap, management of costs and ESC
- Manage allocation of business rates for the Technology park
- Manage onsite eV charger network
- Manage recharge of utilities to onsite tenants and customers

### Key Functions

- Management of space and buildings on MIRA Technology Park
  - Be the go to person on all of the MTP spaces, what or who are they allocated to and when can they be released to other activities
    - Develop and maintain the building allocation timing plan
    - Manage the transition of these spaces with the wider team to deliver against this

#### allocation plan

- Escalate competing requirements so allocations can be agreed at the appropriate level (in some cases Operating Board level) to ensure the best outcome for MTP and HORIBA MIRA
  - Implement a managed process of building handover (start and end) consistent between tenant process and HORIBA MIRA allocated spaces
  - Develop the approach and allocation philosophy so utilisation of site spaces is optimised to enhance overall services for tenants and support the optimisation of HORIBA MIRA working practises. Support the wider application of this philosophy
  - Develop the plans to fit into the overall MTP strategy and development roadmap.
- Enhancement of MTP and HORIBA MIRA Spaces
  - Contribute to site master planning reviews and planning
  - Develop a plan with support from the Facilities and Maintenance Management, to standardise and enhance the HORIBA MIRA working environments
  - Identify and propose space in building that are no fit for purpose and should be decommissioned
- Manage onsite eV charger network
  - Ensure good availability of chargers and relevant recharge rates to users
  - Work with Business Services to ensure all internal recharges are well managed and timely
- Manage recharge of utilities to onsite tenants and customers
  - Proactive management of tenant utilities recharges within set targets
- Be an excellent communicator, building great relationships with tenants and HORIBA MIRA stakeholders,

Essential Qualifications	Preferred Qualifications
<ul style="list-style-type: none"> <li>• Driving licence</li> </ul>	

Essential Experience	Preferred Experience
<ul style="list-style-type: none"> <li>• Microsoft Office systems</li> <li>• Customer management</li> <li>• Facilities Management</li> </ul>	<ul style="list-style-type: none"> <li>• University campus or science park experience</li> <li>• Knowledge of eV charger management systems</li> </ul>

#### What is the candidate likely to be doing now?

- A similar role, or one which requires similar skills, values & behaviours.

#### Other information

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