

Requisition Number:

Job Description.

HORIBA 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

Title of Job:	Track controller		
Department:	Proving Ground 455		
Grade:	2N		
Date Required:	ASAP		
Salary Range:	As per above grade + Shift allowances		
Number Required:			
Location:	Control Centre Proving Ground		
Reason for Vacancy:			
Contract Type:	Permanent:	Permanent	Contractor:
Responsible To:	Tristan Wills		
Subordinates:	N/A		

Main Purpose of Job
<ul style="list-style-type: none"> Ensuring safe operation of the Proving Ground (PG) in line with procedures Working as a member of track control team ensuring the safe and effective loading of Proving Ground facilities Liaison with both internal and external Engineers, ensuring that the requirements of the Proving Ground Regulations are adhered to Dealing with customer enquiries in a professional manner Continually monitoring test activities on the PG, implementing restrictions in regard to customer test schedules as appropriate and in accordance with MIRA Health and Safety Policy Carrying out induction tours for new customers and drivers requiring driving assessments Providing emergency first aid and fire- fighting cover for the department as part of the response team Supporting the PG Events organiser as required

Key Functions

- Instruct customers in safe operation of facilities and changes to operating practices as required on a daily basis
- Be proficient with the operation of all fire appliances and vehicle recovery equipment and deploy the appropriate action when required
- Administer, produce and maintain driving permits using the relevant IT based systems
- Supervise fuel deliveries and proficiently carryout the administration of the automated fuel station
- Review customer risk assessments to ensure they are fit for purpose and suitable
- Ensure that advanced bookings are taken in a professional manner and that confirmations are forwarded to clients ensuring maximum utilisation of circuits
- Follow up all provisional bookings to ensure maximum utilisation of facilities
- Update and maintain PC based systems for the booking of circuits and for monitoring customer activity
- Carryout regular housekeeping checks as per process.
- Carryout regular circuit inspections and record findings, arranging for urgent repairs as required
- Ensure that daily and weekly safety checks are carried out on Track Control vehicles

Essential Qualifications	Preferred Qualifications
<ul style="list-style-type: none"> • GSCE Maths & English • PC skills • Clean Driving Licence 	<ul style="list-style-type: none"> • First Aid at Work • Health and Safety Qualification • LGV or Trailer towing Licence

Essential Experience	Preferred Experience
<ul style="list-style-type: none"> • Evidence of experience working with a busy vehicle test or similar environment. • Recent experience of current Health and Safety procedures/policies, required for the safe operation of a site • Experience of a customer facing environment where effective communications are key and where you have worked alongside senior customer personnel • Experience of working in an environment where organisation and scheduling is critical 	<ul style="list-style-type: none"> • Automotive Engineering background. • A technical understanding of vehicle systems • Experience of corporate events • Shift working • Working as part of a focused delivery team

What is the candidate likely to be doing now?

- Working in a busy engineering based environment, or working within the vehicle supply chain with high levels of customer interaction.

Other information
<ul style="list-style-type: none">• Shift working essential including weekends and extended days when required.• A training period of at least 3-5 months is required for the candidate to be conversant with all aspects of the role.