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| **JOB OVERVIEW** |
| **JOB TITLE** | **Q Commission – Programme Leader** |
| **HEADCOUNT REFERENCE NO** |  | **LOCATION** | **Gaydon** |
| **ORG LEVEL 1** | **PMO** | **GRADE** | **9** |
| **ORG LEVEL 2** | **n/a** | **STANDARD WORKING HOURS** | **39 – Mon-Thurs 7:30 to 16:30, Fri 07:30 to 12:30** |
| **ORG LEVEL 3** | **N/a** | **REPORTS TO** | **Head of Q Commission Delivery (Luke Hopkins)** |
| **POSITION DETAILS** |
| **DEPARTMENT OVERVIEW** | Q Commission are responsible for the delivery of all Bespoke customer content across all AML vehicle lines |
| **JOB PURPOSE** | The Q Commission Programme leader is required to support in the running of the Q Commission team. Acts as first point of escalation for concerns across Q Commission delivery team.  |
| **KEY DUTIES AND RESPONSIBILITIES** | * Lead in implementation of “Q Defined” process as defined by Head of Q Commission Delivery.
* Lead in the creation of key documents including VPP, SEL and PDL documents.
* Lead & present as the voice of Q in all mainstream Programme forums including Gateways and LCM.
* Lead the Q Commission input into OXO and ABS documents and work with Finance to develop Programme budgets.
* Lead concern resolution for low risk items & prepare concise communication of larger items to Head of Q Commission Delivery.
* Lead part status Analyst reviews and maintain Open to Go status.
* Support in operational day to day running of the Q Commission delivery function.
* Support in achievement of financial target achievement, assisting in most frugal practice.
* Support VIP customer sessions when required by the sales team.
* Support in sign off for bespoke content both at point of sale & end of line. Act as final sign off when Head of Q Commission Delivery is unavailable.
* Support Head of Q Commission Delivery in ensuring bespoke content is both feasible & sourced efficiently with support of Procurement team.
* Preparation of business opportunities and concerns for presentation to management in a clear and concise manner when required.
* Assist in the development of Q processes.
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| **MANAGEMENT BREADTH** | Time management of ones self & support in that of 4x (current) direct reports.  |
| **RELATIONSHIPS** | Internal:• Manufacturing Operations team• AME• Prototype Paint shop & Trim• Design• PD Engineering team• Purchase• Finance• Quality• LaunchExternal:• External suppliers & development partners |
| **BUDGETARY ACCOUNTABILITY**  | Supports in delivery of Q commission budget with support of Head of Q Commission Delivery & Head of Q & Accessories.  |
| **PROBLEM SOLVING & ACCOUNTABILITY** | Support of Q Commission delivery function for QCT. Leads concern resolution & reoccurrence prevention in Q Commission.  |
| **CONSTRAINTS** | Post holder will operate using standard Q processes, inputting into Q Product Definition, manufacturing & sales start up meetings & Q & Programme gateways. Post holder will act as stand in for Head of Q Commission Delivery for chairing Q Gateways and act as sign off for Q bespoke content from Q delivery POV. |
| **CAREER PROGRESSION OPPORTUNIES** | Natural progression would be towards Q Program Manager  |
| **ADDITIONAL REQUIREMENTS** | Occasional – Ad-Hoc travel to Q suppliers / St. Athan is expected to ensure smooth delivery of Q content. |
| **DISCLAIMER** | The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. |
| **EXPERIENCE & QUALIFICATIONS** |
| **ESSENTIAL EXPERIENCE**  | • Proficient in the use of Microsoft Outlook, Excel and PowerPoint.• Ability to build up good working relationships across a wide area of the business• Extensive experience of project coordination or evidence of leadership ability |
| **PREFERRED EXPERIENCE**  | • The ideal candidate will be an organized and positive self-starter who works well under pressure and can work to a given deadline• Ability to decipher complex information and relay it in an easy to understand way.• Driving license, medical clearance to drive company vehicles.• Good ability to clearly present information to all levels in the organization.• Knowledge of the AML ‘Mission’ process• Experience in component design, development and sign off• Experience within the automotive industry, preferably with experience across a broad range of roles or commodities. |
| **ESSENTIAL EDUCATION / QUALIFICATIONS** | • 5 GCSE (Or equivalent) rated A-C* Degree level education in relevant subject
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| **PREFERRED EDUCATION / QUALIFICATIONS** |  |
| **REQUIRED SKILLS / BEHAVIOURS** | • Intelligent, motivated and ambitious• Excellent attention to detail• Ability to multitask and prioritize workload• Confident and authoritative presentation skills• The ideal candidate will be an organized and positive self-starter who works well under pressure and can work to a given deadline• Ability to decipher complex information and relay it in an easy to understand way. |
| **PHYSICAL REQUIREMENTS** | For any roles requiring a specific level of physical capability list it here (likely to be hands on production roles). |
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| **REVIEWED BY: NAME & TITLE** |  | **DATE APPROVED** |   |
| **DATE REVIEWED** |   |