



## Job Profile

|             |   |
|-------------|---|
| Job Title:  | Project Co-ordinator – Driving Excellence Programme |
| Company:    | Northern Automotive Alliance                        |
| Start date: | June-2017   |

### Background information

The NAA is a not-for-profit, membership-based company, which is a catalyst for raising the profile and competitiveness of the automotive sector in the North of England.

The NAA is industry led and the Board comprises of senior managers representing both large and small companies and is chaired by the Board Director for Manufacturing at Bentley Motors. The NAA provides a community for all automotive-related businesses in the North of England, as it purely focuses on the automotive sector, and has a wealth of knowledge and contacts in this area. The NAA is uniquely placed to help the sector to grow and uses its knowledge to provide a range of services to members, from providing networking opportunities, contacts, market intelligence, to promoting companies and their successes and introducing them to markets. The NAA is also a project management and delivery organisation and implements a variety of European and Government funded programmes.

For further information see [www.northernautoalliance.com](http://www.northernautoalliance.com)

### The NAA Driving Innovation Programme

The £1.3 million 'Driving Innovation Programme' is funded by the European Regional Development Fund and the private sector and currently operates until 31<sup>st</sup> March 2020.

The programme aims to support SMEs in the Leeds City Region to become more innovative by working collaboratively and engaging the support of key agencies and research institutions.

SMES will be supported to bring about new products and processes to increase productivity and profitability.

The support has been designed to be flexible to accommodate the requirements of a wide range of companies, and focuses on improving business practices, sustainability, competitiveness and profitability through innovation.



## Job Description

To provide industry specific knowledge to facilitate relationships between SMEs and Research Institutions

The NAA is seeking an Automotive industry expert based in the Leeds City Region to co-ordinate the links between the target SMEs and the research institutions. The person will be responsible for

- Establishing relationships with the target SMEs
- Engaging the SMEs on to The Driving Innovation project
- Carrying out initial Business Diagnostics with the identified SMEs
- Identifying which SMEs are eligible for financial support
- Supporting the SME to identify and procure appropriate support for their Innovation project
- Facilitate the project, through ensuring the SME needs are being met by their chosen provider
- Reporting back to NAA when the project is complete
- Providing case studies to support the marketing of the project
- Organise and facilitate masterclasses to meet the needs of the SMEs
- Attend trade shows to market the project

## Person Specification

As this project has outputs to achieve immediately, The NAA are seeking someone who

- Has extensive experience of working in the automotive supply chain at OEM or Tier 1 Level.
- Has knowledge of the automotive industry within the Leeds City Region area
- Is able to demonstrate a thorough knowledge of automotive manufacturing and product innovation
- Has a working knowledge of the primary research institutions and their specialisms
- Is able to demonstrate evidence of working on research and development projects in an industrial setting
- Is a self-motivated, flexible and ability to multi task
- Has excellent communication and negotiation skills



### **Salary & Benefits Package**

£60,000 pa (FTE)

1 or 2 days a week (8 hours per day to match ERDF requirements)

### **Application Process & Deadline**

Please apply to [martina.rodriques@northernautoalliance.com](mailto:martina.rodriques@northernautoalliance.com) with a CV and covering letter addressing the skills required as set out in the Person Specification.

Closing date for applications is 9am 26<sup>th</sup> June 2017

Interviews will be held week commencing 3<sup>rd</sup> July 2017