



DRIVING THE FUTURE OF ELECTRIC VEHICLES

We are the world leader of in-wheel motors for passenger cars, light commercial vehicles and future transport solutions.

Protean Electric is an automotive technology firm with over 100 talented people globally. Our mission is to drive sustainable transport through innovation, and we are the imagination behind vehicles that travel further, perform better and use fewer components.

We believe that freedom of ideas, integrity of response, desire to improve, and collaborative thinking drive innovation. Joining Protean means working with talented experts across the organisation who value your ideas, empower you to make a difference, and encourage you to challenge yourself and others.

Business Management System Coordinator

Farnham, UK

The Role

The Business Management System Coordinator is responsible for supporting the Operational Excellence & Quality Team with maintaining the company's integrated business management system and supporting introduction of new standards.

Currently this includes working with ISO 9001, IATF 16949, ISO 14001, TISAX / ISO 27001, ISO 26262, ISO 21434, ASPICE and ISO 45001.

Main Duties & Responsibilities

The primary responsibility of the Business Management System Coordinator is to help ensure that the Protean integrated business management system is maintained and reported on as required by the business. The role holder will also be involved in supporting addition of new content to the management system as required for the implementation of additional standards.

Reporting, Location & Travel

This role reports to the *Operational Excellence and H&S Manager*.

The role is based in Farnham, Surrey with occasional requirement for international travel.

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Key Responsibilities

Responsibilities include, although are not limited to the following:

- Maintenance of Protean's integrated management system
- Continual improvement of Protean's integrated management system
- Updates to the integrated management system for the adoption of additional standards (currently focussed on TISAX, ISO21434 and ISO45001)
- Preparation of material for Management Review Meetings
- Internal auditing (primarily ISO9001 / IATF16949)

In addition, the role holder may support:

- Processing existing product customer support requests, including returns (RMA), investigations (including 8D facilitation), non-warranty requests
- Non-conformity report status tracking, content checking, chasing updates and escalating where required
- Coordination of H&S activities e.g. ensuring relevant health and safety forms, certificates and other evidence are kept up to date
- Other ad hoc activities as required to support the business.

Relevant Skills & Behaviours

Our values:

- **Will to Win:** we succeed by delivering to customers; on time, on quality and on cost
- **Pioneering:** we are passionate about the technology
- **Courageous:** we face our challenges
- **Working Together:** we can rely on each other, and others can rely on us
- **Personally Responsible:** we do what needs doing, when it needs doing
- **With Integrity:** we are honest, open and respectful

The incumbent should be able to demonstrate the following relevant skills and behaviours:

- Collaboration and written and spoken communication at the highest level are essential.
- Can-do attitude
- Highly motivated and detail oriented, both strategic and pragmatic
- Tenacity with strong negotiating skills
- Analytical mindset with strong problem-solving skills
- Integrity: Ability to demonstrate the highest level of personal and professional integrity, sharing values that inspire trust in the organization and the ability to create a meaningful future
- Transparency: Encourage the open sharing of information and accountability at all levels

Relevant Knowledge & Experience

Candidates should assess their suitability against the following essential and/or desirable relevant knowledge and experience:

Essential:

- Degree in Engineering or other numerate/scientific subject or equivalent experience
- Strong knowledge of management system standards and regulatory standards
- Experience of developing new processes
- Experience of conducting internal audits (internal auditor certificate for ISO 9001:2015 minimum)
- A good understanding of process efficiency and KPI management



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Desirable:

- Trained IATF 16949 internal auditor
- Experience of supporting Health & Safety management
- Relevant Health & Safety qualifications
- Knowledge of IATF 16949, ISO 14001, TISAX, ISO 26262, A-SPICE, ISO 45001 or similar