

JOB DESCRIPTION

Job Title:	Business Unit Manager - Driveline
Department/Cost Centre /Location:	Driveline – Sutton-in-Ashfield with travel
Reporting to:	Managing Director
MAIN JOB PURPOSE:	
<ul style="list-style-type: none"> • Full Profit & Loss responsibility for the Driveline Business Unit. 	
KEY DUTIES AND RESPONSIBILITIES:	
<p>Health, Safety and Environment</p> <ul style="list-style-type: none"> • Adhere to the HSE policy and promote good practice through the team. 	
<p>Quality</p> <ul style="list-style-type: none"> • Deliver defect free products and services, right first time and on time in full. 	
<p>People Management</p> <ul style="list-style-type: none"> • Manage the Driveline team by creating personal development plans and ensuring their daily focus and activity aligns to their individual objectives. 	
<p>Customers and Partners</p> <ul style="list-style-type: none"> • Manage the day-to-day franchise relationship with Dana. • Build relationships with Driveline customers and drive greater share of wallet through customer intimacy. • Travel as required to meet customers, generate enquiries, quote for work, and secure profitable orders. • Establish relationships and regular communication with Dana and other strategic partners to ensure Driveline has the required parts availability, best pricing, relevant incentives, and supportive tools to facilitate Driveline as the leading distributor / dealer in the markets engaged. • Monitor and report on market and competitor activities. 	
<p>Finance and reporting</p> <ul style="list-style-type: none"> • Ensure financial targets are achieved. Analyse sales and overheads, adjusting sales plans and margins to ensure the delivery of budgeted profit. • Produce budgets, forecasts and plans relating to the development of the Driveline business unit. 	
<p>Part of a Group</p> <ul style="list-style-type: none"> • Work with the Parts team to ensure the correct stock levels are in place to meet the business demand. • Work with Aftersales, to identify and engage new sales opportunities. • Work with Marketing team to identify marketing opportunities and communication methods. 	
<p>Other responsibilities</p> <ul style="list-style-type: none"> • Manage the facility. 	

SKILLS, QUALIFICATIONS, AND EXPERIENCE REQUIRED:

- Proven experience in a Service Manager or similar role
- Experience of being responsible for profit and loss
- Experience managing individuals and teams
 - Communication, Motivation,
 - Targeting, Measurement
 - Structured approach, Reporting
- Experience of working relationships with manufacturers / partners in a management or similar role
- Strong customer relation skills
- Hands on leader – experience collaborating closely with their team
- High attention to detail

LINES OF COMMUNICATION:

- Line manager – Managing Director
- Peers – other Business Unit Managers (Parts, Finished Products, Service Centres)
- Internal Departments – Finance, Marketing, Sales, Technical, IT.
- Direct Reports – All Direct workers, admin and indirect staff in the Driveline business unit.
- External – Franchise Partners, Customers, Manufacturers & Suppliers

LEVELS OF AUTHORITY:

FINANCIAL:

Full authority for Driveline related:

- Order intake, Order Book, Work in Progress and Output
- Net Profit
- Stock and Debtors

PERSONNEL:

- Driveline team

ANY OTHER DUTIES / RESPONSIBILITIES

- Maintain a good level of industry knowledge
- Represent Mitchells professionally as required
- Use skills and ability to support staff in all areas of the business

Approved by Managing director :

Date:

This Job Description should be read in conjunction with the Operation Procedures, Quality Procedures, Work Instructions, Health & Safety Manual, and associated documentation. Copies of these documents are available from your Line Manager.

Signature: _____

Date: _____

(Employee)