

Honda Racing Development UK Ltd VACANCY

JOB TITLE:	Head of IT
DEPARTMENT:	Computer Integrated Systems (CIS)
GRADE:	MK4
REPORTS TO:	Senior Manager: Business Administration

Role:

Located at our Milton Keynes office you will lead the CIS Department of HRD-UK, including managing and developing the CIS team. Working alongside Honda Associates located in Japan you will review, develop and implement the CIS direction required to support the vision of HRD-UK. A key requirement of this role is to lead and complete the separation of the CIS systems which currently support HRD-UK and Honda R&D Europe (UK) Ltd (HRE-UK). The CIS Department Manager will ensure regular project and outcome reporting to the Senior Management and Executives

Main Responsibilities:

- Ensuring that HRD-UK has a robust IT infrastructure which ensures that IT related systems and projects are available at all time and deliver the requirements of the business both in the UK and at trackside.
- Delivering technological solutions which meet the current and future requirements of the business.
- Ensuring that the IT team are providing a strong customer focused service to the business.
- Ensuring that there is clear direction to team members, management and Executives as to progress of projects.
- Ensuring that decisions are made quickly, based on evidence and good practice as well as delivering to the pace and flexibility required within a Formula 1 environment.
- Management of the IT staff by recruiting, training and coaching Associates, communicating job expectations, targets and appraising their performance, ensuring constructive challenge and motivation.
- Implementation and monitoring of global security policies and GDPR policies in accordance of Global R&D, Honda Motor and where relevant Honda Motor Europe.
- Demonstrable budget management for both revenue and Capital expenditure.
- Improve and maintain CIS processes and procedures, ITIL based, which drive efficiency within the department and HRD-UK.
- Ensure security of data, network access and backup systems including Disaster Recovery and backups are maintained in line with business growth.
- Provide advice, guidance and support to managers and Executive on information security and cyber security ensuring that all sites of HRD-UK meet high levels of compliance and risk mitigation.

- Take on the following roles for the company: Data Protection Manager, Global Confidentiality Policy Secretariat, Information Security Secretariat.
- Act in alignment with user needs and system functionality to contribute to HRD-UK.
- Work closely with departmental managers to determine the maintenance and business growth needs of the IT environment.

Skills and experience required:

- Experience in a similar role in a complex organisation, ideally with significant team management experience
- Strong understanding of infrastructure and application development processes.
- Implementation of best practice IT processes and procedures based around ITIL standards.
- Proven track record of IT project delivery, from scoping, selection to deployment.
- Experience of working within a defined project methodology such as APM or equivalent.
- Strong communication & cultural understanding is needed as you will work with globally-based colleagues

Personal Attributes

- Flexibility and self-motivation is a key requirement.
- Ability to communicate technical solutions to both technical and non-technical audience
- Aptitude to learn new technologies
- Logical thinker & numerate
- Ability to comprehend and tackle unfamiliar issues
- Ability to plan Strategic and execute those plans
- Ability to “think outside the box” and be creative.

Working Environment

- Occasional out of hours support, through escalation, will be required as part of this role.
- Willing to travel overseas and do occasional weekend project work.
- May need to attend meetings early morning due to Japan time zone.

All employees must ensure compliance with the Company Health and Safety Policy, and all relevant other statutory Health and Safety legislation. This job description may not detail all duties allocated to the post holder, nor cover duties of a similar nature, commensurate with the role, which may from time to time be reasonably required by the relevant manager.