

Job Specification:	Technical Manager
Contract:	Permanent (six-month probationary period)
Reports to:	Chief Executive Officer
Hours:	35 hours per week – hybrid working
Holidays:	23 days per annum (commencing)

Job Summary

Working within the FISITA Management Team, sustain and develop activities in-line with annual business plans and aspirations of the international membership community of FISITA.

Lead FISITA Member Working Group activity, working with member-leaders to determine their priority topics and workstreams, aligned with the technology of mobility agenda.

Lead development in the generation of all technical content produced by FISITA through its events, working groups, committees and special projects and manage the daily operation, development and delivery of the FISITA Digital Library.

Ensure the continued technical relevance and quality at FISITA thought leadership and knowledge share events, primarily the World Mobility Summit, World Congress, Intelligent Safety Conference, EuroBrake and the recently introduced virtual and hybrid activities such as the FISITA Forum and Technology Discussion series.

Deliver leadership within the organisation and act as technology advisor to the broader staff team, ensuring all are well supported and advised as colleagues progress plans to delivery with highly relevant outcomes.

Key Responsibilities

- Provide secretariat function to the international FISITA Technical Committee. Coordinate the work of the group and develop opportunities which add value to the FISITA technical agenda.
- Lead the staff contribution to the creation, development and delivery of all FISITA Working Groups.
- Lead the FISITA staff team in the creation of technical content and provide relevant support and guidance toward technical programme development for all FISITA events and related activities.
- Develop the discoverability and status of FISITA technical papers and thought leadership content. Create plans to establish an international prominence and improved academic relevance for the technical papers generated through FISITA technical events and conferences
- Lead the development of the FISITA Digital Library as a reference resource for the technical community.
- Develop the attractiveness and demand for 'Endorsed by FISITA', the FISITA seal of approval created to acknowledge the highest quality, international technical events and conferences
- Lead as technology advisor to the broader staff team.

Personal Specification

Essential

- Knowledge of the global automotive industry and its evolution into the mobility era
- Knowledge of automotive technology and the technology of mobility agenda
- Positive and flexible attitude to work, particularly new initiatives
- Exceptional organisational skills, accuracy and attention to detail
- Experience and working knowledge of membership organisations
- Excellent interpersonal and influencing skills including experience in providing direct support to senior management.
- The ability to represent FISITA effectively and professionally.
- Proactive, self-motivated and self-policing team player.
- The ability to accept responsibility for own area of work, identifying critical elements and working in a solution focused way to achieve
- Willingness to contribute with a strong team ethic
- The ability to work effectively with volunteers and supporters to deliver business goals
- Proven track record co-working across an organisation
- Ability to use a range of appropriate numerical and graphical skills in combination to measure progress and achieve goals/targets

Desirable

- Experience of working in the not-for-profit sector, preferably a technical or membership organisation
- Experience of working in an international organisation
- Willingness to travel internationally
- Second language