

About the role

Role

Asset Risk Project Coordinator

Location and hours

London,
35 hours a week, 3 days in the office
minimum, permanent role

Level

Expert

Salary

Competitive salary plus excellent benefits

What you'll be doing

The Asset Risk Project Coordinator role sits in the Asset Risk Function, which has the overarching responsibility for forecasting Motability Operation's key financial risks, including Residual Value and SMR, Insurance Lease Pricing, Economic Capital, as well as producing Scheme customer pricing. The Project Coordinator works with Asset Risk stakeholders to facilitate the operational delivery and reporting of all Asset Risk BAU and strategic projects, actioning the project governance activities which are critical in the delivery of all Asset Risk activities.

Reporting into the Asset Risk Programme Transformation Lead, your key roles will include

- You will be responsible for the day-to-day operational delivery of the Asset Risk Programme framework, working with the Programme Transformation Lead to ensure the principles and approach remain robust and supported by all colleagues
- You will ensure the Asset Risk roadmap is up to date and reflects the outcomes expected of Asset Risk, and captures the relevant OKRs and business health metrics, business product lines (e.g. customer pricing) and operational team activity
- You will deliver the reporting of all programme / project components - governance, risks & issues, prioritisation - into the monthly Asset Risk Development SteerCo which manages the overall delivery of all projects, identifying opportunities to mitigate risks and improve the
- You will support all Asset Risk stakeholders in managing projects through the programme lifecycle; initiation, planning & resourcing, kick off, execution and closure
- You will provide support on risks and issues across all projects, individual and interdependent, through their capture and subsequent proposal of solutions which may require re-prioritisation approval with different Products and operational teams
- You will clearly communicate the roadmap and detailed activity to a variety of stakeholders
- You will deliver programme and project management training and support for colleagues across Asset Risk to ensure engagement and buy in to the teams way of working
- You will work with colleagues across the business to ensure Asset Risk programme activities align with each other in messaging and delivery
- You will ensure a pragmatic and collaborative working environment, building enduring relationships across Asset Risk and wider business stakeholders
- You will develop a holistic understanding of the projects in place across the organisation, and work with various colleagues to ensure the needs of the business and Asset Risk effectively align.

Motability Operations

About you

- Excellent organisational skills: can keep track of multiple projects tasks and deadlines
- Strong communication skills: clear & effective communication with all stakeholders
- Effective time management: prioritise tasks and manage time to meet deadlines
- Problem solving: keen to quickly identify issues and finding effective solutions
- Attention to Detail: deep and accurate knowledge across all project aspects
- Teamwork: collaborate well with others and foster a positive team environment.
- Adaptability: Being flexible and able to adjust to changing project requirements.

Minimum criteria

You will need these

- Several years experience of working on multiple projects, coordinating them from initiation to closure in a commercial environment
- Experience of working with a variety of stakeholders, including 3rd parties, project teams and senior management
- Experience of working with various project management tools and methodologies
- Experience identifying, assessing and mitigating programme and project risks

Who you'll be working with

- You will work very closely with Asset Risk project stakeholders (sponsors, responsible, etc) as you understand the projects we deliver and support their successful delivery
- You will work closely with Asset Risk colleagues to understand what we do and why
- You will work closely with operational teams to develop understanding of their activities and work with them to understand how to manage day to day planning and deliverables

We're Motability Operations

About us

We're the company behind the Motability Scheme. We exist to deliver smart, sustainable solutions that improve our customers' mobility in a fast-changing world. We're the UK's largest car leasing company and we help over 815,000 people get on the road.

We employ over 1800 people, across London, Bristol, Edinburgh, and Coalville. We know our people are key to our success, so we aim to create an environment that allows our employees to flourish. We look for highly motivated people with a combination of commercial sense and real enthusiasm to meet our customers' needs.

What we do

We lease a wide range of tailored mobility solutions to people who receive one of the Government's qualifying mobility allowances. Our customers choose a car, Wheelchair Accessible Vehicle (WAV), scooter or powered wheelchair that best suits their needs. We take care of their insurance, breakdown, servicing and more, as part of our worry-free package.

Motability Operations

At the end of the lease, our customers can exchange their vehicle for a brand-new model. Each year we sell and move around 200,000 cars. This makes us the largest supplier of single-source vehicles back into the used car market.

The Scheme has been providing affordable, worry-free motoring for over 45 years. We pride ourselves on delivering outstanding customer service, with an independent customer satisfaction rating of 9.6 out of 10.

How we work

We work in a hybrid way. That means remotely for up to two days each week and in our great office spaces the rest of the time. This gives us a good work/life balance and lets us collaborate and deliver for our customers. [Visit our website](#) to find out more.

We do our best to accommodate part-time and flexible working requests, where possible, to build on our culture of trust, empowerment, and flexibility.

Our beliefs and values

We believe in building a diverse workforce, where our people are empowered to attend work as their true selves. We encourage people from all backgrounds to apply.

We want to sustain a nurturing culture. And our people to be rewarded equally, regardless of race, national or ethnic origin, sexual orientation, age, disability, or gender.

Our values are at the heart of everything we do:

- We believe no one should be left behind → We find solutions
- We believe we must take the lead → We drive change
- We believe everything starts with the customer → We care

What we can offer you



Pay: competitive salary, with a yearly discretionary bonus, based on your performance



Holiday: 28 days, and you can buy and sell days



Pension: 15% non-contributory pension (9% during probation)



Health and wellbeing: Private Medical Insurance cover available for all employees and free health screenings for over 50s. Life assurance at four times your basic salary, to give you a peace of mind. Free access to healthcare apps like Peppy, Unmind, and Aviva Digital GP. Mental Health Allies and an Employee Assistance Programme



Development: A library of internal training on our myLearn platform



Family friendly: We have competitive family leave policies



Diversity and inclusion: We embrace the diversity of our people and empower them to come to work as their true selves. We want them to flourish and be rewarded equally. We have Employee Network Groups, and we pride ourselves on being inclusive and all our offices have first-rate disability access



Helping our community: One volunteering day each year, and access to volunteering platform Neighbourly



Schemes: Car Benefit Scheme for electric and hybrid cars. This means you can lease a brand-new electric or plug-in hybrid car, with insurance and more, for a

Motability Operations

fixed monthly amount. Cycle to Work Scheme. Employee Discount Scheme, to save money across lots of retailers



Other, voluntary benefits: charitable giving, critical illness insurance, dental insurance, health and cancer screenings for you and your partner, discounted gym memberships and season ticket loans, free fresh fruit and snacks in the office