



## MORGAN MOTOR COMPANY

**Job Title:** Process & Planning Manager  
**Reporting to:** Chief of Staff  
**Location:** Malvern, Worcestershire

### The Company

Morgan Motor Company has been handcrafting sports cars since 1909 and is one of the world's pre-eminent coachbuilders. Pioneering its unique blend of traditional craftsmanship and modern technology, every Morgan is handmade to order.

The historic home of Morgan is at Pickersleigh Road in Malvern Link, Worcestershire. This is the only place in the world where Morgan cars are built. Steeped in history, the hallowed red brick buildings are home to one of the most unique automotive production facilities in the world.

Morgan sports cars are hand crafted using three core elements: ash, aluminium, and leather. Every car is entirely unique, built to the highest standards by passionate craftsmen and women, whose skills are handed down through generations and perfected over a lifetime, bringing together heritage, innovation, and cutting-edge technology.

Morgan's model line-up comprises Super 3, Plus Four and Plus Six. All models are characterised by their driving experience, and regardless of the model chosen, every journey in a Morgan is an adventure.

Morgan employs around 250 people at its Malvern factory. Morgan distributes via a network of c.70 dealers globally, with export markets representing around 70% of production demand annually.

Morgan is an inclusive organisation that provides a welcoming environment for everyone, we celebrate the diversity of our community and embrace equal opportunities for all by promoting a workplace that is free from discrimination of any kind. We encourage job applications from all and actively seek to add fresh perspectives and new ideas to our hardworking and passionate workforce.

### The Role

This role will support and create processes within Morgan to support our exciting long-term goals.

Morgan is looking for a forward-thinking and passionate individual who can create and interpret data into meaningful outcomes. Reporting to and working alongside the COS day-to-day you will focus on ensuring the whole organisation creates meaningful reports through data and that data can be used for good. The outcomes will shape our business processes, KPI, projects and much more. The role will coordinate information from all parts of the business and ensure information is transparent, available, and easily understood.

### Responsibilities:

- Evaluate existing business processes and implement solutions to assist smooth operations.
- Drive change through the creation and use of data by working with key-stakeholders.
- Support Morgan's Project management by use of mapping and KPIs to create efficient workflows.
- Interpret primary source data into KPIs to drive business performance.
- Continuously review and update KPIs as required.

- Provide internal and external audiences with performance indicator information.
- Manage presentation packs for the Senior Leadership team and Board of Management.

#### **Pre-Requisite experience:**

The successful candidate will have the ability to perform the following functions included within the role:

##### Data and KPI development

- Demonstratable ability of project management and support projects from cradle to grave

##### Stakeholder management:

- Manage the ongoing development of a new Morgan Senior management team ensuring decisions are recorded.
- Manage the ongoing development and accuracy of Morgan's reporting structures.

##### Agent for change:

- Drive strategy for optimisation through goal management, ensuring the business can run effectively and efficiently.

#### **Desired Skills & Knowledge:**

- Strong analytical skills
- Proven experience in creating and managing volumes of data.
- Competent with Microsoft Office (particularly Excel and PowerPoint)
- Proven experience of producing high-quality visual data, reports, and papers for internal and external audiences.
- Experience in managing and nurturing effective stakeholders through engagement activities.

#### **The Person**

- Self-motivated, organised, able to time manage.
- An eye for detail.
- Excellent written and verbal communication skills.
- Must demonstrate an adaptable approach and display an openness to change.
- Proactive personality who will challenge current thinking and strive for continuous improvement.
- Spotting opportunities for process improvement.
- Excellent problem-solving, analytical, and troubleshooting skills; ability to work with minimum guidance whilst adaptable, proactive and willing to take ownership.

#### **Engagement Terms & Benefits**

Morgan Motor Company puts its people at the heart of the business and rewards them with the following benefits package:

#### **Working Hours, Salary & Holiday**

- 37.5 hours per week Monday to Friday, which can be worked flexibly under the terms of the Flexi Time Scheme.
- Hybrid Working Policy
- Salary negotiable based on experience
- 33 days holiday per year

### **Financial Planning & Support**

- Standard Life Pension scheme (5% contribution from Morgan)
- Legal & General Life Cover (twice annual salary)
- Octopus Electric Vehicle Salary Sacrifice Scheme
- Charity payroll giving scheme

### **Health & Wellbeing**

- BUPA private medical insurance (single, couples and family cover available)
- BHSF Health Cash Back Plan
- Enhanced paternity, maternity & sick pay benefits
- Legal & General Employee Assistance Programme for 24-hour support
- Weekly “Wellbeing Wednesday” initiatives
- Access to a team of trained Mental Health First Aiders
- Paid time off for medical appointments
- Occupational health referrals as required
- Menopause Policy
- Retirement Wind Down Policy
- Flexible Working Policy
- Sabbatical Policy
- Awareness training for stress/mental health/menopause etc.
- Cycle2work Scheme

### **Staff Engagement & Community**

- Morgan Hub employee engagement app
- Staff discount (vehicles/parts/merchandise/tours)
- Corporate workwear
- Food ordering app and discounted menu from the Morgan café.
- Free entry to Morgan events for staff and their families
- Staff Volunteering Scheme
- Employee Referral Scheme
- Long service awards & birthday gifts
- Discount shopping portal

### **How to Apply**

Please send your CV and a covering statement to [careers@morgan-motor.co.uk](mailto:careers@morgan-motor.co.uk)