

## Content and Knowledge Manager

<b>Generic title</b>	Manager
<b>General Description</b>	<p>A technical or functional support role expected to support closely defined tasks within company procedures and industry standards. The person will receive instruction, tasks and guidance from a more senior manager.</p> <p>In operations they will assist project and construction managers.</p> <p>In commercial they will assist buyers, planners, estimators and surveyors</p>

## Competencies

<b>Achieving Results</b>	<p>Will set goals for self in own work environment</p> <p>Demonstrates enthusiasm for the job</p>
<b>Analytical thinking and decision making</b>	Using personal experience and systematic approach to arrive at decisions on straightforward issues
<b>Communication</b>	<p>Communicates positively with clarity and understanding</p> <p>Presents information in a structured way</p> <p>Demonstrates confidence when communicating in own subject</p>
<b>Dealing with change</b>	<p>Positive attitude to change when presented</p> <p>Contributes to change in own area of work</p>
<b>Teamwork</b>	<p>Contribute to the overall team objectives</p> <p>Understand how to be part of a team</p> <p>Regularly cooperate with team members</p>
<b>Leadership</b>	The capacity to assume some position of influence within a team
<b>Managing resources</b>	<p>Works effectively within time and budget constraints set by others</p> <p>Looks to complete on schedule and recover slippage</p>
<b>Negotiation</b>	The ability to discuss and agree priorities
<b>People Development</b>	<p>Can respond within tested frameworks of development to identify own needs</p> <p>Uses personal experience to build own skills</p>

## Role definition

<b>Summary of role</b>	<p>Inspiring positive change or action by finding and amplifying the stories that make people feel something is right at the crux of our marketing and communications purpose. At Morgan Sindall Construction, this feeds into our overall purpose which is to create inspiring places that enhance the communities in which we all live, learn, work, play, care and protect.</p> <p>It is finding and amplifying those stories in our business that helps make Morgan Sindall Construction unique. This 'roving reporter' role's key job will be to help find, store, curate and communicate the stories that happen on our projects and in our communities.</p>
<b>Responsibilities and accountabilities</b>	The three key elements of the role will include:

	<ul style="list-style-type: none"> <li>• <b>Journalism and research</b>   <i>visiting projects and communities and interviewing the relevant people to capture the innovations, stories, data and facts that bring our construction projects to life</i></li> <li>• <b>Knowledge management</b>   <i>writing up the stories, facts and evidence and bringing these into our knowledge management system for the marketing and work winning teams to use</i></li> <li>• <b>Communications</b>   <i>Supporting the internal and external communications platforms ensuring that the stories you find, are curated into case studies, blogs and insight pieces that can be amplified through social, web and work winning platforms</i></li> </ul>
<p><b>Qualifications, training and technical knowledge</b></p>	<p>Strong creative flair in writing and content creation as well as excellent proofreading and editing skills</p> <p>Excellent written communication skills with the ability to simplify complex concepts</p> <p>Relevant experience in interviewing people in a variety of roles to capture stories</p> <p>Experience of creating insightful content from this type of journalism/PR</p> <p>Full driving licence to be able to travel to site where required</p> <p>Ability to use Adobe Creative suite literate (preferred but not essential)</p>
<p><b>Attributes and skills</b></p>	<p>Supervision skills</p> <p>Ability to manage a given list of tasks</p> <p>Ability to work under pressure and a flexible attitude to work</p> <p>Ability to work well either alone or as part of a team</p> <p>Some knowledge of construction practices and standards within their subject</p> <p>Good writing, analytical and problem solving skills</p> <p>Ability to follow oral and written instructions</p> <p>Ability to handle situations and problems</p> <p>Know when to ask for help and guidance</p> <p>Resilient, mature and comfortable working in an environment which is dynamic</p>