

ROLE DEFINITION

Pre-Construction Manager

Generic title	Senior Manager - 2
General Description	<p>Under the direction of a Director or Senior Manager – 1, people at this grade will manage a function, a number of managers or an income stream.</p> <p>In operations they will manage multidisciplinary construction projects or medium sized sites and their associated activities from conception through to completion, delivering work that meets project requirements, customer satisfaction and in accordance with Morgan Sindall standards. They will play a major role in ensuring Health, Safety and Environmental Policies are delivered.</p> <p>In commercial they will manage contracts and may lead on a framework, project, special works or design.</p>

Competencies

Achieving Results	Capacity to set goals for self and others Proactively identifies and pursues new stretching targets and opportunities High levels of personal drive and commitment Adds value beyond doing the job Focuses well on personal development goals
Analytical thinking and decision making	Considered analysis of all available data to arrive at viable options Organising information to identify the key issues and to plan appropriately
Communication	Ability to choose most appropriate style of communication Able to listen actively by which we mean hearing and interpreting what is said Demonstrating sound questioning techniques
Dealing with change	Sees potential of new ideas and situations Take a pragmatic approach to change Considers impact of change on others as well as self Ability to explain the effects to colleagues
Teamwork	Develop inter-team collaboration inside and outside company Understand the role of a team and how it delivers the objectives Can adapt to different types of teams in most situations Take a cohesive and encouraging approach to team working
Leadership	Demonstrate clear and visible leadership, with capacity to absorb responsibility and accountability whilst providing sensitive direction to others Remain effective when the situation is unclear, complicated or pressurised
Managing resources	Create a resource plan for an unfamiliar or potentially complex project Manage others to implement effective planning, problem solving and decision making Understand the resource implications on the business plan
Negotiation	Collecting and collating information on the reality of the situations and options open to you Knowing where you stand Knowing how to create a position Building a winnable case Anticipate the needs and concerns of others
People Development	Grow a team that is aligned with the business objectives Understand the strengths and weaknesses of team members and work with them to good effect Understand ambitions and manage expectations Use of a wide range of development tools

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Summary of role	Responsible for submitting completed bids to existing or prospective customers, on time and within budget ensuring that all questions have been answered as fully as possible, and that Morgan Sindall is positioned with the best possible chance of success.
Responsibilities and accountabilities	<p>Plan and manage all aspects of bids providing subject matter expertise in the industry</p> <p>Ensure effective and inspirational bid management and leadership is provided on all tenders, and personally manage larger tender opportunities</p> <p>Understand and interact with the overall Morgan Sindall business, to allow projection of benefits to customers through our proposals</p> <p>Establish winning strategies and writing plans for quality led bids and participates in red reviews of prequalification documents and tenders</p> <p>Give support and assistance to other bid team members as required, to ensure bid management provides an effective and value adding function throughout the business</p> <p>Coordinate the production of bids and proposals, producing a costed bid plan and gain all relevant authorisations</p> <p>Identify the skills and capabilities required to submit the bid and subsequently fulfil the contract, from in-house or from third parties</p> <p>Record, analyse and manage issues, risks, changes and dependencies during the bid</p> <p>Develop and manage bid/proposal plans, outlines and schedules</p> <p>Guide bid team writers in preparing the technical and cost components of the proposal, including understanding of the task, plan, past performance and personnel</p> <p>Train staff, outside of bid team, in the bid management process to increase the ability of the organisation to produce bids</p> <p>Review proposal, draft and final versions for responsiveness, thoroughness, accuracy, staffing, financial considerations, quality and effective design and layout</p> <p>Create corporate concepts and boilerplate content for use in future proposals</p> <p>Ensure Morgan Sindall work winning processes are effectively and consistently implemented and recommend improvements where appropriate</p> <p>Produce and assess tender documentation to Morgan Sindall standards</p> <p>Develop individual tender strategy and continuously monitor</p> <p>Apply Morgan Sindall health and safety standards and procedures</p> <p>Upkeep working knowledge of estimating software and ensure upgrades are implemented</p> <p>Operate within the Morgan Sindall estimating procedures and best practice</p> <p>Ensure risk register is applied and monitored</p> <p>Influence and support team members to innovate and achieve optimum solutions</p> <p>Effectively communicate bid strategy and solutions to construction team</p> <p>Encourage feedback from construction team, and utilise</p> <p>Seek opportunities to learn about changes and innovations in the industry</p> <p>Ensure own skill base is developed</p> <p>Active involvement in the pre-contract and engineering team management group and its meetings to set the team objectives, secure key actions, review performance and mentor staff</p> <p>Coach and train staff in work winning process and practices</p> <p>Appraise direct reports, set objectives and identify training and development required</p> <p>Recognise outstanding performance and identify underperformance and deal with appropriately</p>

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	<p>Lead tender presentations, interviews and negotiations with customers</p> <p>Identify customers and understand their needs</p> <p>Build effective relationships to establish two-way dialogue</p> <p>Seek to establish professional trust and mutual respect with customers and consultants</p> <p>Involvement in the adjudication process</p> <p>Attend post-tender negotiation with a view to taking the responsibilities</p> <p>Learn to develop the tender strategy</p> <p>Develop business development appreciation and understanding</p> <p>Participate in peer review process of bids, challenging their sufficiency, and lead effective and efficient tender reviews with senior management up to main board level</p> <p>Use strong personal relationships with operational and business support services personnel to secure effective contributions to tender submissions</p> <p>Participate in lessons learned capture and dissemination to ensure incorporation into work winning activity</p>
Qualifications, training and technical knowledge	<p>Educated to degree level or equivalent in relevant field</p> <p>Chartered Engineer or similar and participation in affiliated bodies (for example Institute of Civil Engineering)</p> <p>Previous senior level involvement in work winning</p> <p>Experience managing significant bids and other submissions to win profitable work</p> <p>Personal success in winning quality led bids, demonstrating an innovative and creative approach</p> <p>Worked within a large organisation, leveraging results from staff outside of their own team</p> <p>Past experience of delivering major projects in an operational role, ideally at project manager level</p> <p>An understanding of commercial aspects including typical terms and conditions and procurement models</p> <p>Hands on participation in major tender submissions</p> <p>Highly literate - able to write and review winning tender submissions</p> <p>Familiar with planning including production outputs for civil engineering works and the installation of mechanical and engineering works and commissioning</p> <p>Experience of managing design process in tender or contract environment</p> <p>Experience with working in joint ventures and alliances or other collaborative working</p>
Attributes and skills	<p>Ability to work in a team environment contributing across a business unit or area</p> <p>Good management skills with the ability to motivate employees to achieve high standards of compliance</p> <p>Excellent organisational, planning and time management skills; able to manage projects simultaneously with compromising on standards and quality</p> <p>Sound knowledge of the construction industry</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with senior management to set project and operational targets</p> <p>Excellent negotiation and diplomacy skills and the ability to make a sound business case to senior stakeholders</p>