## Area Director

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| **Generic title** | **Senior Director** to include:Area Director, Specialist Director (eg: Water, Rail), or Senior Function Directors (HR, Perfect Delivery, SHEQ etc) and Business Unit Directors (Technical, Pre-construction, Commercial) |
| **General Description** | Under the direction of a Managing Director a Senior Director is expected to develop an approach for meeting their targets and outcomes. They will manage and direct activities within their area, sector or remit so that they deliver the required performance and contribution to company targets. |

## Competencies

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| **Achieving Results** | Applies innovation and is open to collaborative approachesEnsures performance integrates with needs of the business Demonstrates resilience when facing challengesCreates strategic alignment |
| **Analytical thinking and decision making**  | Considered analysis of all available data to arrive at viable optionsOrganising information to identify the key issues and to plan appropriately |
| **Communication** | Can get across to others major and complex issuesMakes the complicated understandableUses communication in a strategic wayIs aware of peoples' receptiveness and chooses the moment |
| **Dealing with change** | Rigorous reviews of new events/situationsSees change as opportunityUses change to focus and make improvements to the organisationInvolves and persuades others of benefit of change |
| **Teamwork** | Create a climate and culture of trust where people can work in teams Demonstrate the power of teamworkUnderstand how to deliver through teams |
| **Leadership** | Set a direction that people choose to followInspire confidence and respect at all levels Are considered to be experienced in and competent at team leadership |
| **Managing resources**  | Create a resource plan for an unfamiliar or potentially complex project Manage others to implement effective planning, problem-solving and decision makingUnderstand the resource implications on the business plan |
| **Negotiation**  | Collecting and collating information on the reality of the situation and options open to youKnowing where you standKnowing how to create a positionBuilding a winnable caseAnticipate the needs and concerns of others |
| **People Development**  | Grow a team that is aligned with the business objectivesUnderstand strengths and weaknesses of team members and work with them to good effectUnderstand ambition and manager expectationsUse of a wide range of development tools |

## Role definition

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| **Summary of role**  | The role of the area director is to direct and manage business activities and project activities within the area of operation in line with the company and regional strategic plan. |
| **Responsibilities and accountabilities**  | To actively source new workTo win work by appropriate bid strategies.To deliver projects and achieve perfect deliveryTo ensure accurate forecasting and delivery of financial outcomesDeliver the company and regional objectives within the geographical area providing leadership to a business Manage financial budgets for both profit and growth Manage staff both current and for the future Report all aspects of the area objectives to the regional managing directorBe an ambassador for the company vision and valuesEnsure that the company systems and procedures within the area are established, properly implemented and monitoredConstantly seek areas for improvement within the business and challenge the status quoPersonally keep abreast of changes in legislationAppraise direct reports, set objectives and identify training and development requiredCoach, motivate and support staff within the areaRecruit and appoint staff at relevant levelIdentify potential successors and underperformers and deal with appropriatelyFocus on maintaining and developing relationships, including meeting customers on a regular basisCreate a climate where customer satisfaction is at the forefront of every team member’s mindUnderstand the customers objectivesEnsure the customers feedback and comments are acknowledged, prioritised and actionedWork in conjunction with the business development team in actively seeking new customers and developing new relationshipsEmbrace Morgan Sindall supply chain visionPromote and present a professional Morgan Sindall image to the supplier in all dealingsEnsure a working environment exists which encourages teamwork with suppliersMaintain an awareness of those relationships which are proving challenging to the team and help to resolve these through personal involvement.Continually review the supplier’s performance and share informationUnderstand the impact of key business issues on the short term result by attending appropriate meetingsAssist in the leadership of the region with the regional managing directorInput to management report as appropriateAttend board meetings and contribute effectively |
| **Qualifications, training and technical knowledge**  | Degree (or equivalent) in related discipline |
| **Attributes and skills**  | Strategic, vision, planning and reasoningDecision makingPersonal, Team and DirectingCommunicationPolitical awarenessNetworking Self-driven, results-oriented with a positive outlookGood management skills, with the ability to motivate employees to achieve high standards of compliance Excellent organisational, planning and time management skills; able to manage business prioritiesAbility to monitor performance and intervene appropriately to ensure targets are achieved and exceeded |