## Bid Manager – Level 1

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| **Generic title** | Senior Manager - 2 |
| **General Description** | People at this level will manage a function, a number of managers or an income stream.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.In commercial they will manage contracts and may lead on a framework, project, special works or design. |

## Competencies

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| **Achieving Results** | Sets clear and appropriate goals that consider the bigger pictureDrives well to achieve consistent resultsDeliver a quality performance consistently |
| **Analytical thinking and decision making**  | Rational and systematic analysis of situation to enable decisions on more varied issuesQuestioning the evidence to evaluate issues |
| **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** | See potential of new ideas and situations Takes a pragmatic approach to changeConsiders impact of change on others as well as selfAbility to explain the effects to colleagues |
| **Teamwork** | Develop inter-team collaboration inside and outside companyUnderstand the role of a team and how it delivers the objectivesCan adapt to different types of teams in most situationsTakes a cohesive and encouraging approach to team working |
| **Leadership** | Ability to take control of situations with one's sphere of influence Assume responsibility - organising and guiding where necessary |
| **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**  | Understand the other's point of view Make an objective and structured case with pros and consUnderstand the need to give and takeUnderstand and defend a position |
| **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**  | 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**  | Plan and manage all aspects of bids providing subject matter expertise where requiredEnsure effective and inspirational bid management and leadership is provided on all tenders, and personally manage larger tender opportunities Understand and interact with the overall Morgan Sindall business, to allow projection of benefits to customers through our proposalsEstablish winning strategies and writing plans for quality led bids and participates in red reviews of prequalification documents and tendersGive support and assistance to other bid team members as required, to ensure bid management provides an effective and value adding function throughout the businessCoordinate the production of bids and proposals, producing a costed bid plan and gain all relevant authorisationsIdentify the skills and capabilities required to submit the bid and subsequently fulfil the contract, from in-house or from third partiesRecord, analyse and manage issues, risks, changes and dependencies during the bidDevelop and manage bid/proposal plans, outlines and schedulesGuide bid team writers in preparing the technical and cost components of the proposal, including understanding of the task, plan, past performance and personnelTrain staff, outside of bid team, in the bid management process to increase the ability of the organisation to produce bidsReview proposal, draft and final versions for responsiveness, thoroughness, accuracy, staffing, financial considerations, quality and effective design and layoutCreate corporate concepts and boilerplate content for use in future proposalsEnsure Morgan Sindall work winning processes are effectively and consistently implemented and recommend improvements where appropriateProduce and assess tender documentation to Morgan Sindall standardsDevelop individual tender strategy and continuously monitorApply Morgan Sindall health and safety standards and proceduresUpkeep working knowledge of estimating software and ensure upgrades are implementedOperate within the Morgan Sindall estimating procedures and best practice Ensure risk register is applied and monitoredInfluence and support team members to innovate and achieve optimum solutions |
| **Qualifications, training and technical knowledge**  | Educated to degree level or equivalent in relevant field |
| **Attributes and skills**  | Previous senior level involvement in work winning Experience managing significant bids and other submissions to win profitable workAbility to contribute effectively and collaboratively within a small team environment with a flat management structure Personal success in winning quality led bids, demonstrating an innovative and creative approachWorked within a large organisation, leveraging results from staff outside of their own teamPast experience of delivering major projects in an operational role, ideally at project manager levelAn understanding of commercial aspects including typical terms and conditions and procurement models Hands on participation in major tender submissionsHighly literate - able to write and review winning tender submissionsFamiliar with planning including production outputs for civil engineering works and the installation of mechanical and engineering works and commissioningExperience of managing design process in tender or contract environmentExperience with working in joint ventures and alliances or other collaborative workingAbility to use judgement and make decisions in ambiguous situationsSelf-driven, results-oriented with a positive outlookDemonstrate leadership, negotiating and influencing skills exercised at the highest level in professional organisations Excellent negotiation and diplomacy skills and the ability to convince senior colleagues of the need to develop solutions to the benefit of the businessAbility to develop friendly and professional customer focused relations with othersGood management skills, with the ability to motivate employees to achieve |