

Pre-contract Manager

Generic title	Senior Manager - 1
General Description	<p>Under the direction of a Director, this Senior Manager will manage a significant function within a business unit, a large number of managers or a significant income stream. Managed activity will be of a larger scope and complexity.</p> <p>In operations they will manage large scale or complicated multidisciplinary construction schemes or 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. The will play a major role in delivering the company's value set and philosophy.</p> <p>In commercial they may lead on supply chain management, take responsibility for a line of business or all aspects of pre-construction in their area.</p>

Competencies

Achieving Results	<p>Capacity to set goals for self and others</p> <p>Proactively identifies and pursues new stretching targets and opportunities</p> <p>High levels of personal drive and commitment</p> <p>Adds value beyond doing the job</p> <p>Focuses well on personal development</p>
Analytical thinking and decision making	<p>Considered analysis of all available data to arrive at viable options</p> <p>Organising information to identify the key issues and to plan appropriately</p>
Communication	<p>Ability to adapt one's style to the message and audience so people understand what you want</p> <p>Connect with people in all levels of the business</p>
Dealing with change	<p>See potential of new ideas and situations</p> <p>Takes a pragmatic approach to change</p> <p>Considers impact of change on others as well as self</p> <p>Ability to explain the effects to colleagues</p>
Teamwork	<p>Create appropriate networks of people internally and externally</p> <p>Build opportunities for co-operation with other individuals and teams</p> <p>Cut easily across horizontal and other boundaries, taking a corporate perspective</p> <p>Understand how teams work and how to lead one</p>
Leadership	<p>Demonstrate clear and visible leadership, with capacity to absorb responsibility and accountability whilst providing sensitive direction to others</p> <p>Remain effective when the situation is unclear, complicated or pressurised</p>
Managing resources	<p>Create a resource plan for an unfamiliar or potentially complex project</p> <p>Manage others to implement effective planning, problem-solving and decision making</p> <p>Understand the resource implications on the business plan</p>
Negotiation	<p>Understand the other's point of view</p> <p>Make an objective and structured case with pros and cons</p> <p>Understand the need to give and take</p> <p>Understand and defend a position</p>
People Development	<p>Grow a team that is aligned with the business objectives</p> <p>Understand strengths and weaknesses of team members and work with them to good effect</p> <p>Understand ambition and manager expectations</p>

	Use of a wide range of development tools
--	--

Role definition

Summary of role	Provide support to the Pre-contract Director by supporting and managing prequalification's and tenders
Responsibilities and accountabilities	<p>Work with the Pre-contract team to develop prequel or tender deliverables</p> <p>Attend client presentations and meetings</p> <p>Coordinate with delivery teams to formulate response documentation</p> <p>Work with the submissions team to produce industry leading submission responses.</p> <p>Work with the estimators to produce estimate for submission and innovative alternatives</p> <p>Coordinate and manage aspects of Pre-contract activities in line with the Company Management System</p> <p>Lead aspects of the Pre-contract activities to tight deadlines</p>
Qualifications, training and technical knowledge	<p>Educated to degree standard in Civil or Electrical or Mechanical Engineering</p> <p>Experience of preparing tender submissions and managing tender teams</p>
Attributes and skills	<p>Self-driven, results orientated with a positive outlook</p> <p>Good management skills, with the ability to motivate employees to achieve high standard of compliance</p> <p>Excellent organisational, planning and time management skills; able to manage projects simultaneously without 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>