

## Pre-Contract Author

<b>Generic title</b>	Manager – 1
<b>General Description</b>	<p>A construction, commercial, project, technical manager or functional manager with considerable experience who performs a specific discipline over a wide range of complexities or large geographic area.</p> <p>They will manage their own workload within the context of a wider project or company objective. They will take significant decisions within their discipline with direction from a senior manager. They are accountable for their own work and their team's performance and its impact on their area or project.</p> <p>In operations they will manage all aspects of a mid-sized project, site of single function (e.g. M&amp;E or Special Works) on a larger scheme or area office.</p> <p>In commercial they will manage all aspects of estimating, design procurement or supply chain for a site, project or office.</p>

## Competencies

<b>Achieving Results</b>	<p>Sets clear and appropriate goals that consider the bigger picture</p> <p>Drives well to achieve consistent results</p> <p>Deliver a quality performance consistently</p>
<b>Analytical thinking and decision making</b>	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p>
<b>Communication</b>	<p>Ability to choose most appropriate style of communication</p> <p>Able to listen actively by which we mean hearing and interpreting what is said</p> <p>Demonstrating sound questioning techniques</p>
<b>Dealing with change</b>	<p>Sees potential of new ideas and situations</p> <p>Take 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>
<b>Teamwork</b>	<p>Develop inter-team collaboration inside and outside company</p> <p>Understand the role of a team and how it delivers the objectives</p> <p>Can adapt to different types of teams in most situations</p> <p>Take a cohesive and encouraging approach to team working</p>
<b>Leadership</b>	<p>Ability to take control of situations with one's sphere of influence</p> <p>Assume responsibility – organising and guiding where necessary</p>
<b>Managing resources</b>	<p>Create a plan for a familiar project or process</p> <p>Interpret a plan and decide what resources are required</p> <p>Bring resources together and ensure they are efficiently deployed</p> <p>Able to call upon and manage diverse skills and methods to deliver results</p>
<b>Negotiation</b>	<p>Understand the others point of view</p> <p>Make an objective and structure case with pros and cons</p> <p>Understand the need to give and take</p> <p>Understand and defend a position</p>
<b>People Development</b>	<p>Can work well within tested frameworks of development to identify others needs</p> <p>Use personal experience to build skills in other people</p> <p>Use informal and formal performance reviews to target needs for development</p> <p>Understand and recognise people's current career needs</p> <p>Coach and give feedback</p> <p>Build development plans with others</p>

## Role definition

<b>Summary of role</b>	<p>The Pre-Contract Author will be responsible for supporting and developing high scoring proposals. This will include a combination of analytical research, answer planning, bid writing, editing, reviewing and proof reading.</p> <p>The Pre-Contract Author will work as part of a wider bid team, working closely with bid managers, estimators, planners, operational support, and other members of the proposals team to:</p> <ul style="list-style-type: none"> <li>• develop persuasive and engaging responses that exceed Client expectations and incorporate tangible benefits, commitments and relevant evidence</li> <li>• ensure the winning strategy is embedded in the proposal, addressing client 'hot buttons' and incorporating clear win themes throughout.</li> <li>• ensure Client questions and marking criteria are fully understood and addressed with relevant information.</li> <li>• engage and provide constructive challenge during answer planning and the review process.</li> </ul> <p>The Pre-Contract Author will demonstrate a proactive, flexible and agile approach, with the ability to work in high-pressure environments, managing multiple proposals and / or commitments simultaneously to meet deadlines. Success will be measured on the creation of high-quality winning responses that set Morgan Sindall Infrastructure apart from others in the industry, whilst also exceeding Client expectations.</p> <p>The role can involve adaptable working but with a minimum of 2 days per week at the Rugby office (working pattern to be agreed with line management). Any exceptions to this will need to be agreed with the Business Development Director.</p> <p>In addition, the Pre-Contract Author may need to:</p> <ul style="list-style-type: none"> <li>▪ co-locate in other offices to support key bids</li> <li>▪ attend in-person meetings or site visits to suit business needs - this will be agreed with line management</li> </ul>
<b>Responsibilities and accountabilities</b>	<ul style="list-style-type: none"> <li>• Create persuasive, compelling and winning proposals that fully answer the Client's questions and are effortless to read. This could include, for example, expressions of interest, pre-qualification questionnaires, tenders and presentations</li> <li>• Create other persuasive and compelling information, such as award submissions, website material, promotional material, case studies, blogs, presentation content and CVs</li> <li>• Ensure that all Client requirements are understood and reflected within each proposal</li> <li>• Carry out sector and Client research to identify industry best practice, Client 'hot buttons' and win themes for incorporation into proposals</li> <li>• Plan workload and allocate appropriate deadlines for research, storyboarding, drafting and reviews to ensure that all submission deadlines are met</li> <li>• Contribute to, and where appropriate, lead storyboard sessions to develop response plans</li> <li>• Regularly engage subject matter experts across the business and undertake site visits to understand current best practice and innovations</li> <li>• Actively contribute to kick off, progress and settlement meetings as required</li> <li>• Develop and update a progress tracker to maintain and report an accurate update of the status of each submission</li> </ul>

**ROLE DEFINITION**

	<p>Proof read responses to ensure a high quality written submission, checking for readability, clarity, grammar, spelling, punctuation, sentence</p> <ul style="list-style-type: none"> <li>• structure and formatting</li> <li>• Self-check work and undertake reviews of proposals developed by other team members, providing constructive criticism to drive improvement</li> <li>• Update and support ongoing development of the knowledge management system to capture bid text, evidence and other relevant information in a structured and usable way</li> <li>• Review feedback and lessons learned on both successful and unsuccessful proposals to promote continuous improvement</li> <li>• Participate with internal post submission feedback reviews to drive improvement</li> <li>• Analyse and share learning from Client post tender feedback to drive improvement</li> </ul>
<p><b>Qualifications, training and technical knowledge</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Educated to at least GCSE standard in English and Maths</li> <li>• Bid writing training, such as Shipley or the Winning Bids Masterclass</li> <li>• Proficient user of Microsoft Word, Excel and PowerPoint</li> <li>• Previous successful bid writing experience in a similar infrastructure environment</li> <li>• Experience managing a range of stakeholders</li> <li>• Experience using knowledge management systems</li> </ul> <p><b>Preferable:</b></p> <ul style="list-style-type: none"> <li>• Professional proposals qualification, such as APMP</li> <li>• Knowledge of construction industry practices and standards</li> </ul>
<p><b>Attributes and skills</b></p>	<ul style="list-style-type: none"> <li>• Proactive, flexible and agile approach with the ability to work in high-pressure environments, managing multiple proposals and / or commitments simultaneously to meet deadlines</li> <li>• Proven ability to plan, produce and develop winning proposals</li> <li>• Strong interpersonal and communication skills</li> <li>• Ability to work individually and within a collaborative team environment</li> <li>• Excellent command of written and spoken English, with creative writing skills, strong proof-reading skills and attention to detail</li> <li>• Creative flair and ability to transform information into a compelling narrative</li> <li>• Ability to draw relevant information out of stakeholders and subject matter experts</li> <li>• Excellent planning and time management skills to meet deadlines</li> <li>• Positive, tenacious and 'can do' attitude</li> <li>• Able to deal with change</li> <li>• Active listener</li> </ul>