

**ROLE DEFINITION**

## Bid Manager – Level 1

<b>Generic title</b>	Senior Manager - 2
<b>General Description</b>	<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

<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>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>
<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>Takes 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 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>
<b>Negotiation</b>	<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>
<b>People Development</b>	<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> <p>Use of a wide range of development tools</p>

## Role definition

<b>Summary of role</b>	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.
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<b>Responsibilities and accountabilities</b>	<p>Plan and manage all aspects of bids providing subject matter expertise where required</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>
<b>Qualifications, training and technical knowledge</b>	<p>Educated to degree level or equivalent in relevant field</p>
<b>Attributes and skills</b>	<p>Previous senior level involvement in work winning</p> <p>Experience managing significant bids and other submissions to win profitable work</p> <p>Ability to contribute effectively and collaboratively within a small team environment with a flat management structure</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> <p>Ability to use judgement and make decisions in ambiguous situations</p>

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	<p>Self-driven, results-oriented with a positive outlook</p> <p>Demonstrate leadership, negotiating and influencing skills exercised at the highest level in professional organisations</p> <p>Excellent negotiation and diplomacy skills and the ability to convince senior colleagues of the need to develop solutions to the benefit of the business</p> <p>Ability to develop friendly and professional customer focused relations with others</p> <p>Good management skills, with the ability to motivate employees to achieve</p>
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