

Bid Manager – Level 1

Generic title	Senior Manager - 2
General Description	<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

Achieving Results	<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>
Analytical thinking and decision making	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p>
Communication	<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>
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>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>
Leadership	<p>Ability to take control of situations with one's sphere of influence</p> <p>Assume responsibility - organising and guiding where necessary</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> <p>Use of a wide range of development tools</p>

Role definition

Summary of role	The Bid Manager will be responsible for planning and managing all aspects of the bid process to give Morgan Sindall Infrastructure the best possible chance of success. The Bid Manager will inspire and lead the bid
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	<p>team, working closely with estimators, planners, the proposals team, operational support, designers, supply chain partners and other stakeholders as needed.</p> <p>Success will be measured on the creation of high-quality, winning bids, which set Morgan Sindall Infrastructure apart from others in the industry, whilst also exceeding Client expectations.</p> <p>The role will involve adaptable working, with some travel expected to the Rugby office and the potential for co-location in other offices to support key bids, as agreed with line management. There may also be requirement to attend additional in-person meetings or site visits to suit business needs.</p>
<p>Responsibilities and accountabilities</p>	<ul style="list-style-type: none"> • Plan and manage the end-to-end bid process • Carry out sector and Client research to identify industry best practice, Client 'hot buttons' and win themes for incorporation into the bid • Lead development of the win plan and win strategy • Coordinate and lead the governance process, ensuring appropriate approvals are in place • Ensure Morgan Sindall Infrastructure work winning processes are effectively and consistently implemented and audit bids against these processes • Develop a costed bid plan and monitor spend as the bid progresses • Develop and maintain a clear bid programme to enable accurate progress reporting • Allocate actions, resources and timescales for all bid activities to ensure that the bid is completed on time • Plan, arrange and lead bid meetings, such as win plan reviews, kick off meetings, progress meetings, risk workshops, design meetings and settlement meetings, maintaining accurate records and minutes • Plan and arrange meetings with external stakeholders, such as designers and supply chain partners • Record, analyse and manage issues, risks, opportunities and change throughout the bid • Provide inspiration, support and constructive challenge to other bid team members to enable everyone to perform at their best • Ensure that all Client requirements are understood and reflected within the bid • Actively contribute to the internal settlement and adjudication process • Review the written proposal for compliance, accuracy and suitability • Lead tender presentations, interviews and negotiations with Clients • Review feedback and lessons learned on both successful and unsuccessful submissions to promote continuous improvement • Lead internal post submission feedback reviews to drive improvement • Analyse and share learning from Client post tender feedback to drive improvement • Lead a handover with operations and effectively communicate the bid strategy and solutions • Using and updating the Dynamics 365 customer relationship management tool to manage the governance process and to update information on future opportunities
<p>Qualifications, training and technical knowledge</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Educated to Degree level or equivalent • Bid management training, such as Shipley or the Winning Bids Masterclass • Proficient user of Microsoft Word, Excel and PowerPoint • Previous successful bid management experience in a similar

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	<p>infrastructure environment</p> <ul style="list-style-type: none"> • Experience managing designers and the design process • Experience with stakeholder management • Excellent knowledge of construction industry practices and standards • Strong understanding of commercial aspects of bids, such as typical terms & conditions and procurement models <p>Preferable:</p> <ul style="list-style-type: none"> • Chartered Engineer e.g. with the ICE or CIOB • Experience undertaking audits
<p>Attributes and skills</p>	<ul style="list-style-type: none"> • Proactive, flexible and agile approach with ability to work in high-pressure environments, managing multiple commitments and resources simultaneously to meet deadlines • Proven ability to plan, produce and develop winning bids • Strong interpersonal, communication, leadership and negotiation skills • Ability to lead, motivate and support a collaborative team environment • Ability to chair and lead meetings with multiple stakeholders • Excellent planning and time management skills to meet deadlines • Ability to use independent judgement and make timely decisions • Ability to manage internal and external stakeholders • Ability to capture meeting minutes and use databases and shared drives to keep accurate records • Ability to audit compliance with bid processes and drive improvement • Positive, tenacious and 'can do' attitude • Able to deal with change • Active listener • Excellent presentation skills