## Area Director

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| **Generic title** | **Senior Director** to include:  Area Director, Specialist Director (eg: Water, Rail), or Senior Function Directors (HR, Perfect Delivery, SHEQ etc) and Business Unit Directors (Technical, Pre-construction, Commercial) |
| **General Description** | Under the direction of a Managing Director a Senior Director is expected to develop an approach for meeting their targets and outcomes. They will manage and direct activities within their area, sector or remit so that they deliver the required performance and contribution to company targets. |

## Competencies

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| **Achieving Results** | Applies innovation and is open to collaborative approaches  Ensures performance integrates with needs of the business  Demonstrates resilience when facing challenges  Creates strategic alignment |
| **Analytical thinking and decision making** | Considered analysis of all available data to arrive at viable options  Organising information to identify the key issues and to plan appropriately |
| **Communication** | Can get across to others major and complex issues  Makes the complicated understandable  Uses communication in a strategic way  Is aware of peoples' receptiveness and chooses the moment |
| **Dealing with change** | Rigorous reviews of new events/situations  Sees change as opportunity  Uses change to focus and make improvements to the organisation  Involves and persuades others of benefit of change |
| **Teamwork** | Create a climate and culture of trust where people can work in teams  Demonstrate the power of teamwork  Understand how to deliver through teams |
| **Leadership** | Set a direction that people choose to follow  Inspire confidence and respect at all levels  Are considered to be experienced in and competent at team leadership |
| **Managing resources** | Create a resource plan for an unfamiliar or potentially complex project  Manage others to implement effective planning, problem-solving and decision making  Understand the resource implications on the business plan |
| **Negotiation** | Collecting and collating information on the reality of the situation and options open to you  Knowing where you stand  Knowing how to create a position  Building a winnable case  Anticipate the needs and concerns of others |
| **People Development** | Grow a team that is aligned with the business objectives  Understand strengths and weaknesses of team members and work with them to good effect  Understand ambition and manager expectations  Use of a wide range of development tools |

## Role definition

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| **Summary of role** | The role of the area director is to direct and manage business activities and project activities within the area of operation in line with the company and regional strategic plan. |
| **Responsibilities and accountabilities** | To actively source new work  To win work by appropriate bid strategies.  To deliver projects and achieve perfect delivery  To ensure accurate forecasting and delivery of financial outcomes  Deliver the company and regional objectives within the geographical area providing leadership to a business  Manage financial budgets for both profit and growth  Manage staff both current and for the future  Report all aspects of the area objectives to the regional managing director  Be an ambassador for the company vision and values  Ensure that the company systems and procedures within the area are established, properly implemented and monitored  Constantly seek areas for improvement within the business and challenge the status quo  Personally keep abreast of changes in legislation  Appraise direct reports, set objectives and identify training and development required  Coach, motivate and support staff within the area  Recruit and appoint staff at relevant level  Identify potential successors and underperformers and deal with appropriately  Focus on maintaining and developing relationships, including meeting customers on a regular basis  Create a climate where customer satisfaction is at the forefront of every team member’s mind  Understand the customers objectives  Ensure the customers feedback and comments are acknowledged, prioritised and actioned  Work in conjunction with the business development team in actively seeking new customers and developing new relationships  Embrace Morgan Sindall supply chain vision  Promote and present a professional Morgan Sindall image to the supplier in all dealings  Ensure a working environment exists which encourages teamwork with suppliers  Maintain an awareness of those relationships which are proving challenging to the team and help to resolve these through personal involvement.  Continually review the supplier’s performance and share information  Understand the impact of key business issues on the short term result by attending appropriate meetings  Assist in the leadership of the region with the regional managing director  Input to management report as appropriate  Attend board meetings and contribute effectively |
| **Qualifications, training and technical knowledge** | Degree (or equivalent) in related discipline |
| **Attributes and skills** | Strategic, vision, planning and reasoning  Decision making  Personal, Team and Directing  Communication  Political awareness  Networking  Self-driven, results-oriented with a positive outlook  Good management skills, with the ability to motivate employees to achieve high standards of compliance  Excellent organisational, planning and time management skills; able to manage business priorities  Ability to monitor performance and intervene appropriately to ensure targets are achieved and exceeded |