## Business Development Coordinator

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| **Generic title** | Assistant |
| **General Description** | A technical or functional support role expected to support closely defined tasks within company procedures and industry standards. The person will receive instruction, tasks and guidance from a more senior manager.  In operations they will assist project and construction managers.  In commercial they will assist buyers, planners, estimators and surveyors |

## Competencies

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| **Achieving Results** | Will set goals for self in own work environment  Demonstrates enthusiasm for the job |
| **Analytical thinking and decision making** | Using personal experience and systematic approach to arrive at decisions on straightforward issues |
| **Communication** | Communicates positively with clarity and understanding  Presents information in a structured way  Demonstrates confidence when communicating in own subject |
| **Dealing with change** | Positive attitude to change when presented  Contributes to change in own area of work |
| **Teamwork** | Contribute to the overall team objectives  Understand how to be part of a team  Regularly cooperate with team members |
| **Leadership** | The capacity to assume some position of influence within a team |
| **Managing resources** | Works effectively within time and budget constraints set by others  Looks to complete on schedule and recover slippage |
| **Negotiation** | The ability to discuss and agree priorities |
| **People Development** | Can respond within tested frameworks of development to identify own needs  Uses personal experience to build own skills |

## Role definition

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| **Summary of role** | Principally responsible for the production of internal communications and supporting on external communications for the Aviation Business Unit in collaboration with the Morgan Sindall Construction & Infrastructure Communications team. It also supports the development of content for pre-qualification and tender documentation. |
| **Responsibilities and accountabilities** | Work closely with colleagues within the Aviation Business Unit and Communications team to produce high quality internal and external communications and high quality tender submissions.  Maintain a database of CV’s, project profiles, images and standard responses for tender submissions.  Production of documents, presentations and templates for use within Aviation.  Co-ordinates filming activities within Aviation and has responsibility for maintaining a portfolio of photographs including headshots and project images to use within business development.  Manage local Aviation internal promotions, communications and marketing activities to ensure consistency in branding with support from the Communications team.  Develop local marketing material and support local customer events, with support from the Communications to ensure that Morgan Sindall branding is correctly applied to all materials.  Support Aviation in the development of materials to enhance staff engagement (staff surveys, reward and recognition) |
| **Qualifications, training and technical knowledge** | Educated to degree level  Ability to design and layout letters, bid submission and presentations to a high standard  Experience of producing customer facing documents to a very high standard working efficiently and independently within a team environment to tight deadlines  Good computer skills with a good working knowledge of MS Office, In-Design, Quark Xpress, MS publisher or other DTP, Adobe Acrobat, ECDL, Photoshop |
| **Attributes and skills** | Some supervision skills  Ability to manage a given list of tasks  Ability to work well either alone or as part of a team  Some knowledge of construction practices and standards within their subject  Good writing, analytical and problem solving skills  Ability to follow oral and written instructions  Ability to handle situations and problems  Know when to ask for help and guidance |