

Business Development Manager – level 2

Generic title	Manager – 1
General Description	<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&E or Special Works) on a larger scheme or area office. In commercial they will manage all aspects of estimating, design procurement or supply chain for a site, project or office.</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>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>
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>Take 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 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>
Negotiation	<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>
People Development	<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

Summary of role	To lead the implementation of Morgan Sindall's business development strategy
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	<p>within (sector/ geographic area) entailing developing and maintaining a network of contacts with specialist consultants and suppliers to position Morgan Sindall to bid and secure projects and frameworks as required on a national basis.</p>
Responsibilities and accountabilities	<p>Provide market intelligence and other commercial information, on competitors and potential customers in [insert geographic area / sector]</p> <p>Develop a clear set of plans and activities to promote the Morgan Sindall brand in the [insert geographic area /sector] and support Morgan Sindall in achieving agreed financial objectives in the [insert geographic area/ sector]</p> <p>Proactively build a strong network of contacts in the market place and across Morgan Sindall Group and support senior leaders in Morgan Sindall in developing relationships with key influencers in the [insert geographic area/ sector] to support work winning</p> <p>Develop win themes and plans for key contracts and framework for construction [and infrastructure] projects and build commitment from the business unit to those plans.</p> <p>Manage a pipeline of opportunities and ensure that the KMS database is accurate and up-to-date</p> <p>Monitor the market place/trends and keep abreast of market needs and conditions including knowledge of government initiatives on procurement and value-for-money</p> <p>Proactively build a strong network of contacts in the market place and across Morgan Sindall Group</p> <p>Work with senior leaders in Morgan Sindall in developing a plan to build relationships with key influencers in the [insert geographic area/ sector] to support work winning</p> <p>Support the delivery of Morgan Sindall key account and account management strategies for named customers. Understand the customer's needs and provide appropriate reporting information</p> <p>Work with other Morgan Sindall Group companies to deliver a consistent joined-up approach to the market and key customers</p> <p>Develop and deliver an annual plan of PR and marketing activities to promote the Morgan Sindall brand in the [insert geographic area / sector]</p> <p>Develop and manage a pipelines of opportunities for the local business and ensure that win themes are developed, agreed and implemented in PQQs and tenders</p> <p>Ensure that the local business development maintains a database of templates, CVs, project profiles, images and where appropriate standard responses for development of winning submission documents and presentations</p>
Qualifications, training and technical knowledge	<p>Minimum of first degree qualification</p> <p>Membership of a Professional Industry body would be helpful (but not essential)</p> <p>Be able to demonstrate attendance at key forums and an understanding of the latest thinking in key sectors</p> <p>A thorough understanding of all aspects of winning and delivering work in construction.</p> <p>A good network of key contacts in the market such as customers, designers, cost consultants influencers and government agencies</p> <p>Track record of developing relationships and developing win plans and documentation to support winning work</p> <p>Proven organisational, planning and time management skills; able to manage multiple projects simultaneously without compromising on standards and quality</p>
Attributes and skills	<p>Ability to work in a team environment contributing across a business unit or area</p> <p>Good management skills, with the ability to motivate self and colleagues to achieve high standards of compliance</p> <p>Good operational planning and time management skills; able to manage projects simultaneously without compromising on standards and quality</p> <p>Ability to ensure standards and specifications are met</p>

	Ability to work with colleagues to deliver project and operational performance Sound knowledge of construction practices and standards Specialist knowledge in chosen field
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