## Proposals Co-ordinator

|  |  |
| --- | --- |
| **Generic title** | Proposals Coordinator |
| **General Description** | Working within the Work Winning team, you will report to the Proposals Manager and assist with the preparation of proposals documents and associated literature including PQQ's, Tenders, Expressions of Interest, Post Tender Interview Presentations, Project Profiles, Case Studies and Staff CVs. This is a varied and multi-skilled role which includes writing, desktop publishing / design, proof-reading and organising a response library. The right person will be highly organised, flexible, able to work to deadlines, have an eye for detail and be able to work under their own initiative. |

## Competencies

|  |  |
| --- | --- |
| **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

|  |  |
| --- | --- |
| **Summary of role** | Principally responsible for the production of pre-qualification and tender documents ensuring submission deadlines are successfully achieved and ensuring that all documentation is accurate and complete. |
| **Responsibilities and accountabilities** | * Production of pre-qualification questionnaire submissions, tender submissions, expressions of interest and bid presentations * Assisting with the preparation and upkeep of staff CV's, project profiles, case studies, evidence library, photography and ad hoc marketing literature * Work closely with colleagues from different disciplines within the business, gathering up to date information to ensure high quality submissions * Develop and maintain excellent relationships with work winning teams across the Morgan Sindall business units to share information and ideas * Support the bid team in developing win themes and ensure that these are represented effectively in bid submissions and presentations * Agree timetable, deliverables and document templates with the bid teams * Coordinate printing and despatch of the bid documents where required * Administration of submissions and associated filing * Contribute to the development of the Morgan Sindall templates and style guides for submissions * Develop relationships with the senior team, bid teams and site teams to ensure that accurate evidence is obtained * Ensure that Morgan Sindall branding is correctly applied to all materials produced locally * Occasional support for events, marketing and social value activities |
| **Qualifications, training and technical knowledge** | * Experience in a similar proposals role within construction preferred, however we can be flexible for the right candidate.   Ideally you will possess;   * Experience of producing customer facing documents to a high standard * Ability to design and layout documents and presentations to a high standard * Ability to work efficiently and independently to tight deadlines * Excellent computer skills with a working knowledge of MS Office, In-Design, Powerpoint and Adobe Acrobat. * Photoshop, Illustrator and other design software knowledge is advantageous * Educated to degree level |
| **Attributes and skills** | * Ability to write, proof read and edit documents * Possess a creative flair and / or design skills * Ability to work well either alone or as part of a team * Ability to follow oral and written instructions * Ability to work to tight deadlines under pressure * Ability to handle situations and problems * Know when to ask for help and guidance |