

## POSITION DESCRIPTION

<b>Title:</b>	<b>Tender Manager</b>
<b>Classification:</b>	<b>Full Time</b>
<b>Reports To:</b>	<b>Business Development Director</b>

### PRIMARY PURPOSE

The Tender Manager leads the preparation and submission of high-quality tenders to secure new business opportunities to support the continued growth of Manteena Security's unique capability. This role involves comprehensive management of the entire tender process, from tracking of identified opportunities, through tendering, post tender negotiation and handover to the project team, ensuring alignment with company values and strategic goals throughout.

### DECISION MAKING AND ACCOUNTABILITY

The Tender Manager has broad autonomy in tender-related decisions, subject to company delegation policies, and is accountable for the quality and success of submitted bids. Significant strategic decisions require consultation with the Business Development Director.

### KEY EXPECTATIONS

- **Strategic Leadership:** Champion the company's brand and culture, embodying our values of collaboration, integrity, trust, professionalism, respect, and reliability. Provide visionary leadership to foster a high-performance work environment. Inspire and coach the tender team.
- **Tender Management:** Develop and implement tender strategies aligned with strategic organisational goals. Oversee the preparation, review, and submission of tenders, ensuring compliance with client requirements and company standards. Drive continuous improvement by integrating lessons learned and implementing best practices.
- **Risk and Compliance Management:** Proactively identify business risks and opportunities within the tender process, ensuring adherence to legal standards and company policies. Maintain open communication with the MSAPL Senior Management Team on critical issues.
- **Strategic Planning:** Collaboratively develop and refine tender strategies in alignment with the CEO's objectives, ensuring tender activities contribute to achieving business targets.
- **Financial Oversight:** Partner with the MSAPL Senior Management Team to set financial targets for tenders, manage the profitability and performance of bids, including budgets, and oversee cost estimations, ensuring fiscal health and meeting profitability goals.
- **Business Development:** Leverage networks and market understanding to fuel business growth and secure a robust project pipeline. Contribute to strategic bid decisions to optimise commercial growth.
- **People Management:** Lead talent development and retention within the tender team, maintaining high performance standards and fostering a supportive and inclusive team environment.

### POSITION HOLDER REQUIREMENTS

- **Education/Experience:** A degree or diploma in Business, Construction, or equivalent industry experience. Extensive experience in overseeing the entire tender process.
- **Skills:** Proven expertise in tender management within a construction or engineering related field, financial acumen, strategic planning, and change management. Exceptional communication and interpersonal abilities, with a strong alignment to the company's values and customer-focused ethos.

### KEY PERFORMANCE REQUIREMENTS

- **Leadership:** Demonstrate effective communication, direction, and alignment with company values.
- **Commercial Acumen:** Safeguard commercial interests, adhering to policy and effectively managing risks and opportunities.
- **Financial Stewardship:** Achieve financial targets through meticulous planning, monitoring, and adjustment strategies.
- **Tender Excellence:** Ensure the excellence of tender submissions, maintaining client satisfaction and optimising resource utilisation.
- **Talent Management:** Uphold high performance standards, actively manage talent development, and ensure optimal team engagement and productivity.

### KEY RELATIONSHIPS

Who	Why
Managers (Director)	Reports directly to the Business Development Director, receives advice and reports progress towards business objectives and discusses future pipelines. Provides expert advice with evidence-based reports to contribute to strategic planning and outcomes. Identifies emerging pipelines, issues/risks, and the implications and proposes solutions.
Leadership, management and mentoring of direct reports	Leads and manages a diverse team with excellent communication and organisational skills. Supports all team members to understand the work required to maximise collaboration and empower all team members to contribute to achieving the required strategic outcomes. Leads the team towards increased discretionary efforts and navigates a way towards a high-performing culture. Contributes to the organisation's culture and embeds the organisation's values into all projects.
Manteena Internal Stakeholders	Develop and maintain effective working relationships, to all internal stakeholders  Collaborate with all team members

Manteena External Stakeholders	Develop and maintain effective working relationships, to all external stakeholders

Collaboration	<b>Build upon each other's ideas, encourage team members to contribute, steer the group's contribution, and openly share ideas.</b>
Integrity	Models behaviour consistently Lead by example
Trust	Provide a safe environment to share ideas openly
Experience	Act within delegation, mentors and shares information with team
Professionalism	Lead the organisation for continued significant growth and make a lasting impact to the industry.
Respect	Actively listening to others with intent to understand
Reliability	Lead the organisation for continued significant growth and make a lasting impact to the industry.

## MANTEENA VALUES