**Senior Manager– Role Specification**

**Role Attributes**

* At Senior Manager grade your role is to focus on the efficient delivery of good performance and successful achievement of results through teaching and mentoring your team, allowing decisions and objectives to be made within a collaborative organisational framework, these objectives will be tied to the company’s mission, vision and values
* You will focus on the development of staff capability and team coherence to achieve work goals as a priority, the delegation of appropriate authority as a means of increasing efficiency and reducing waste, and the creation of an engaging work environment focusing on positive outcomes using them as a tool to turn adversity into an opportunity.
* You are accountable to the Directors, and must keep them informed about work so organisational efforts and resources continue to flow in the right direction and business risk is minimised.
* Senior managers may be tasked with running or overseeing complex projects of high financial value and therefore able to minimise the risk to the company.
* You will be responsible for focussing the business element of the regional development plan and responsible for ensuring the tendering, resourcing and delivery process and flow, works with greatest efficiency. They will also liaise with the finance, compliance and support teams to ensure good communication relationships exist regarding need of resources both human and non.

**Behavioural Attributes**

* Be visible, accountable and trustworthy;
* Be optimistic and a positive influence, inspiring creativeness and innovation in others;
* Be skilled and sensitive, with personal self-confidence and able to tap into the creative drive of the team.
* Provide for the mentoring, coaching and training of your team;
* Provide encouragement, recognition and reward when it is due;
* To be courageous, assured and confident in your work and personal interactions.
* Be engaging and inspire collaboration
* Consistent messaging, positive behaviours, promotion of this in others.
* Support and be approachable.
* Be accountable

**Business Attributes**

Your role at Senior Manager grade is an essential component of the company’s workflow, as such you are expected to:

* Manage all aspects of assigned projects and/or tasks, including:
* Tender preparation;
* Financial and resource management;
* Consultation and liaison with appropriate specialists as required;
* Prioritisation of tasks and objectives including the development and implementation of action plans
* Delegation of tasks and responsibilities when appropriate;
* Monitoring of workloads and delivery targets;
* Communicating results and sharing knowledge;
* Focus of the needs and concerns of the client to ensure consistent customer satisfaction, by providing high quality, commercial and professional advice;
* Review, assess and edit data to ensure accurate and coherent deliverables which reflect company and industry standards, guidelines and policies.
* Understand, communicate and implement the quality policy and objectives which encapsulate the business process and practice undertaken on an everyday basis
* Contribute to the effectiveness of the business via leading, engaging and improving processes and procedures
* Identify and communicate business risks, and the impacts these might have on the achievement of company and quality objectives