
Competition Manager Job Description

Date 09/10/2024

Reporting to Senior Managers

Project processes

- Research, write copy for, proofread and edit design briefs and competition conditions; search statements and flyers; implement review of client comments
- Draft, structure and issue project programmes, and their revisions (clearly tracking and reporting changes and revision numbers)
- Manage the competition timeline, communicating with, and ensuring that, the wider team is aware and working towards upcoming milestones and deadlines
- Draft and prepare, or review and edit documents, including letters, agendas, action point minutes and memos
- Draft and prepare presentations, including longlisting and shortlisting presentations
- Carry out project-specific research and benchmarking
- Attend site visits, workshops, jury and selection panel meetings
- Draft and edit jury reports as well as shortlisting and competition process reports
- Liaise with jurors, prepare briefing information and formalise jury packs
- Review baseline material received from clients, identify gaps in information (including the preparation, issue and management of information request schedules)
- Work with senior managers/directors to agree communications with client, competitors and jurors
- Prep for, manage and liaise with clients, arrange and attend meetings, take and issue accurate action point minutes; produce considered and complete Information Request Schedules (IRS).
- Oversee and brief team members on admin related to procurement and competition processes i.e. compliance checking and competition close-out; Q&A logs and workshop feedback
- Report progress, risks and challenges/issues on assigned projects at office meetings, including making sure all reporting documents are accurate and up-to-date (see below)
- Oversee team members, and assist on office administration and operations tasks, such as the project planner, dashboard, document production planner, travel calendar and the projects overview on Asana
- Coordinate with other competition managers – and, where needed, with the Directors of Projects – to ensure coordination across project tasks and timelines, and note where potential bottlenecks exist, and provide solutions on how to resolve
- Set up and maintain project folders and electronic filing
- Liaise with competitors; collate and file information received from competitors and clients and keep up-to-date records including version control
- Support the team on technical review processes where relevant
- Bring ideas on competition processes, refining them and streamlining them as needed
- Represent MRC with clients; contribute to client meetings; take opportunities to run these where agreed with senior managers (for example in the absence of senior managers)

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Competition Manager Job Description

Specialist

- Support Directors of Projects in keeping abreast of significant changes to procurement legislation
- Support Directors of Projects in their *Continuing Professional Development*, including arranging their attendance at seminars and courses
- Coordinate with team on bidding opportunities – draft, edit and proofread proposals and tenders
- Research new work opportunities, markets and in house projects
- Manage and maintain MRC database of architects – a resource for business development and developing longlists – flagging categories including emerging and award-winning designers and where specialists in particular sectors
- Support the rest of the team as necessary

Skills, experience & qualifications

- Accuracy and attention to detail, particularly note-taking
- Efficiency, methodical approach and ability to work under pressure
- Fast reading skills and ability to absorb information at speed
- Interpersonal skills
- Strong communication skills (written and verbal)
- Numeracy
- Good working knowledge of Microsoft Office including Word, Excel and Outlook, as well as video-conferencing platforms including Zoom and Microsoft Teams; Powerpoint and Google Workplace skills also needed
- Relevant, sustained experience in a comparable role
- Educated to degree level or equivalent

Approach

- Hard-working with persistence and initiative
- Ability to handle multiple projects simultaneously
- Positive, helpful team player attitude
- Ability to work on own initiative and meet deadlines
- Enthusiasm for design and architecture
- Learnability
- Willingness to travel overseas

Standards

- Comply with all Health and Safety requirements as directed by the company
- Conform to the agreed company dress code
- Conduct business in an ethical manner with all clients

This job description is a guide to the nature of the work required in this role. It is not wholly comprehensive or restrictive and does not form part of the contract of employment.