PRE-CONSTRUCTION DIRECTOR ROLES AND RESPONSIBILITIES

Reporting to: Managing Director

Role Purpose

The Pre-Construction Director is responsible for the strategic leadership, governance and performance of the pre-construction function across Franki Foundations UK Ltd, from opportunity identification and bid/no-bid through tender, negotiation, contract award and operational handover.

The role is accountable for ensuring the opportunity pipeline is selective, technically viable, commercially robust, properly resourced and aligned with the Company's piling and foundations capability, plant availability, risk appetite, margin expectations and growth priorities.

Reporting to the Managing Director, the Pre-Construction Director leads and coordinates the Estimating and Design functions and works closely with Operations, Commercial, Plant, Health and Safety and Business Development to secure competitive, deliverable and well-governed work.
The role provides senior assurance that commitments made during the tender stage reflect ground conditions, piling methodology, design requirements, plant capability, labour, logistics and programme constraints and can be delivered safely, efficiently and profitably by the operational teams.

KEY RESPONSIBILITIES

Pre-Construction Leadership and Delivery

- Lead the pre-construction function and set the strategy, standards and priorities from opportunity review through to contract award and handover.
- Translate the business plan and pipeline into clear bid priorities, resource plans, responsibilities and deadlines.
- Establish effective bid/no-bid, tender strategy, risk review and adjudication arrangements appropriate to the value and complexity of each opportunity.
- Direct the coordination of technical, commercial, operational, estimating and design inputs and ensure clear ownership of actions.
- Maintain senior oversight of high-risk, complex, strategically important or under-resourced tenders and intervene early where delivery quality or deadlines are at risk.
- Provide the Managing Director and senior leadership with accurate reporting on pipeline, tender status, resource capacity, key risks, conversion and secured workload.
- Set and maintain consistent pre-construction standards, controls and ways of working across Franki Foundations UK Ltd.

Tender Planning and Coordination

- Oversee the review of tender documents, specifications, drawings, employer requirements and contract information and ensure material obligations are understood before submission.

- Ensure robust tender programmes are established, adequately resourced and actively managed against submission deadlines.
- Set clear accountabilities for input from Estimating, Design, Commercial, Operations, Plant and Health and Safety and resolve cross-functional conflicts promptly.
- Ensure missing, unclear or conflicting information is identified early and addressed through appropriate tender queries and clarifications.
- Set the quality standard for submissions and ensure they are complete, accurate, consistent, commercially aligned and issued on time.
- Ensure methodologies, logistics plans, programmes, resource assumptions and technical proposals are realistic, coordinated and supported by evidence.
- Lead or provide senior support at key tender interviews, presentations, clarification meetings and post-tender negotiations.
- Ensure tender commitments, departures, qualifications and material changes are authorised and recorded in accordance with delegated authority.

Technical and Buildability Review

- Lead the senior technical and buildability review of proposed piling, foundation and associated temporary or enabling works solutions.
- Ensure proposed methodologies properly reflect ground investigation information, working-platform and access requirements, piling sequence, spoil and concrete logistics, plant capability, programme and design requirements.
- Direct the Design and Engineering teams to develop practical, compliant and commercially appropriate solutions and obtain specialist input where required.
- Challenge assumptions or proposed solutions that create unnecessary safety, technical, commercial, programme or operational risk.
- Promote value engineering, standardisation and alternative construction methods where they improve value without compromising safety, quality or compliance.
- Ensure design responsibilities, technical interfaces, third-party approvals and residual risks are clearly identified, allocated and managed.
- Provide senior assurance that proposals comply with relevant standards, specifications, client requirements and Company governance.
- Ensure appropriate operational input is obtained on significant delivery assumptions before tender commitment.

Commercial and Risk Management

- Provide senior commercial challenge alongside Estimating and Commercial to ensure tenders are competitive, evidence-based and commercially sound.
- Maintain oversight of contractual, technical, design, programme, procurement and operational risks across the tender portfolio.
- Ensure material risks are priced, qualified, mitigated, accepted at the correct authority level or escalated appropriately.
- Review and approve the quality of assumptions, exclusions, qualifications and clarifications before submission within delegated authority.
- Lead tender adjudications and ensure the correct approval route is followed, escalating material risk, exposure or departures to the Managing Director where required.
- Challenge unrealistic pricing, productivity, programme, plant or labour assumptions and require supporting evidence for material positions.
- Protect expected margin and cash performance by ensuring tender commitments accurately reflect the agreed commercial and technical position.

- Ensure significant risks, opportunities and unresolved matters are transferred clearly and formally to the operational and commercial teams at handover.

Operational Readiness and Handover

- Engage the Operations Director, operational managers and Plant team early enough to confirm delivery capability, labour capacity, specialist plant availability and mobilisation constraints.
- Ensure labour, piling rigs, pumps, ancillary plant, programme, logistics and mobilisation assumptions are realistic, costed and supported by the relevant operational owners.
- Require a structured and documented handover following contract award, proportionate to project value, complexity and risk.
- Ensure the delivery team receives complete tender information, assumptions, qualifications, design basis, risks, opportunities and client commitments.
- Ensure unresolved matters have clear owners, actions and timescales before mobilisation and remain visible until closed.
- Provide senior pre-construction support to early project meetings where tender assumptions, design intent or client commitments require clarification.
- Obtain structured feedback from Operations, Commercial and Design on tender quality, handover effectiveness and post-award issues.
- Ensure lessons learned from completed, underperforming or loss-making projects are incorporated into future opportunity selection, pricing, design and tender strategy.

Client and Stakeholder Management

- Build and maintain senior relationships with clients, consultants, designers, key supply chain partners and other strategic stakeholders.
- Act as the senior pre-construction contact for key opportunities and ensure the Company presents a coordinated technical and commercial position.
- Understand client strategy, decision criteria, programme pressures, procurement route and project constraints and reflect these appropriately in bid strategy.
- Ensure client queries and requests are answered clearly, accurately and within agreed timescales.
- Lead key client presentations, technical workshops, early contractor involvement meetings and post-tender negotiations.
- Ensure commitments to clients are realistic, authorised, commercially understood and properly documented.
- Resolve or escalate material pre-construction issues promptly and professionally.
- Protect and strengthen the reputation of Franki Foundations UK Ltd through credible, consistent and deliverable proposals.

Supply Chain and Procurement Input

- Set the pre-construction supply-chain engagement strategy for concrete, reinforcement, casing and tooling, plant, transport and specialist suppliers or subcontractors.
- Ensure supply-chain capability, availability, compliance, commercial position and risk are properly assessed for material packages.
- Require quotations to be comparable, current and based on clearly defined scopes, assumptions and responsibilities.
- Maintain oversight of long-lead items, market constraints, capacity issues and procurement risks that may affect price or delivery.

- Support strategic supplier relationships and early engagement where this improves technical certainty, capacity, value or programme.
- Ensure supply-chain assumptions and commitments are reflected accurately in the tender and transferred at handover.
- Escalate material concerns regarding supplier capacity, pricing reliability, technical capability or commercial exposure.
- Support early procurement or reservation strategies for critical resources where justified and appropriately authorised.

People Leadership and Team Development

- Lead, structure and develop the pre-construction function, including Estimating and Design, with clear objectives, responsibilities, decision rights and performance standards.
- Hold regular one-to-one, workload, performance and development reviews with direct reports and ensure effective team capacity planning.
- Provide coaching, challenge and senior technical or commercial support while maintaining appropriate accountability within the team.
- Address missed deadlines, quality concerns, capability gaps and underperformance promptly and consistently.
- Own succession planning, recruitment priorities and capability development for critical pre-construction roles.
- Ensure PDRs, objectives and development plans are completed to the required standard and timescale.
- Promote accountability, professional challenge, knowledge sharing and effective cross-functional working.
- Ensure the team operates in line with the Company's behavioural competency framework and maintains high professional standards.

Governance and Continuous Improvement

- Ensure tender files, approvals, assumptions, correspondence, technical records and risk information are complete, controlled and auditable.
- Maintain accurate management information and dashboards covering pipeline, tender workload, conversion, secured work, risk and resource capacity.
- Ensure internal and external audit actions relevant to pre-construction are completed within agreed timescales.
- Review tender outcomes, win rates, margin quality, post-award performance and reasons for success or failure and report material trends to the Managing Director.
- Identify recurring weaknesses in opportunity selection, estimating, design, tender governance or handover and implement corrective action.
- Standardise effective templates, procedures, review points and pre-construction controls where this improves quality, efficiency and assurance.
- Promote the use of reliable data, digital systems, benchmarking and lessons learned to improve decision-making and tender quality.
- Escalate significant commercial, legal, technical, capacity or reputational risks to the Managing Director promptly.

BEHAVIOURAL COMPETENCIES

Leadership and Accountability

- Takes director-level ownership of the pre-construction function and drives strategic and operational actions through to completion.
- Sets clear standards, responsibilities and decision rights and holds leaders and contributors accountable for quality and deadlines.
- Makes timely, evidence-based decisions and is prepared to challenge or stop poorly defined or unacceptable opportunities.
- Escalates material risk early and ensures unresolved matters remain visible until appropriately controlled.
- Acts with integrity and protects the long-term interests of Franki Foundations UK Ltd.

Strategic and Commercial Thinking

- Assesses opportunities against strategic fit, risk, return, capability, capacity and client value.
- Understands how design, programme, resource and contractual decisions affect margin, cash, deliverability and reputation.
- Challenges opportunities that are poorly defined, commercially weak, technically unsound or operationally unrealistic.
- Balances competitiveness and growth with appropriate risk appetite, commercial protection and delivery capacity.
- Uses reliable market, project, cost and operational information to support strategic decisions and resource allocation.

Delivering Results

- Sets priorities across the tender portfolio and ensures critical bids receive appropriate leadership, resource and review.
- Maintains high standards of accuracy, technical credibility, commercial discipline and presentation.
- Manages competing opportunities decisively and reallocates resources where business priorities change.
- Removes barriers, resolves issues promptly and maintains momentum through key tender and negotiation stages.
- Ensures operational handovers are clear, complete and proportionate to project risk and complexity.

Building Relationships and Collaboration

- Builds strong working relationships across Estimating, Design, Commercial, Operations, Plant, Safety and Business Development and creates clear cross-functional accountability.
- Builds trusted senior relationships with clients, consultants, designers and strategic supply chain partners.
- Communicates complex technical and commercial issues clearly and prevents functional silos from weakening tender quality.
- Challenges assumptions constructively and expects professional challenge from others.
- Maintains a relationship-led approach without compromising governance, risk or commercial discipline.

Developing People

- Sets clear expectations for leaders and team members and provides timely, constructive feedback.

- Builds technical, estimating and commercial capability and promotes structured knowledge sharing.
- Coaches future leaders and creates appropriate development opportunities across the pre-construction team.
- Recognises strong performance and addresses capability or performance concerns fairly and promptly.
- Creates an environment where risks, concerns and alternative views can be raised early and considered objectively.

Continuous Improvement

- Uses tender outcomes, project performance, audit findings and feedback to identify improvement priorities.
- Improves systems, processes, templates, reporting and governance across the pre-construction function.
- Uses data to identify trends in pricing, risk, quality, productivity assumptions, conversion and secured margin.
- Challenges inefficient, duplicated or inconsistent practices and promotes standardisation where appropriate.
- Measures whether improvement actions have delivered sustainable gains in quality, speed, conversion, margin protection or handover effectiveness.

PERFORMANCE AND BONUS MEASURES

Strategic Pipeline and Tender Performance – 30%

Measured against:

- quality, value and strategic alignment of tender submissions
- achievement of agreed tender conversion and pipeline priorities
- contribution to secured revenue, margin quality and forward workload
- effective bid/no-bid discipline and selection of appropriate opportunities
- effective allocation of pre-construction resource to priority opportunities and
- quality of tender strategy, market positioning and senior client engagement.

Commercial and Risk Performance – 25%

Measured against:

- quality and timeliness of tender risk identification and escalation
- accuracy and robustness of assumptions, exclusions, qualifications and clarifications
- protection of margin, cash and contractual position
- reduction in unidentified, unsupported or unpriced risk
- quality of tender adjudication, approval and governance information and
- alignment between tender commitments, operational capability and delegated authority.

Technical and Operational Readiness – 20%

Measured against:

- quality of technical strategy, methodologies and buildability reviews
- accuracy of programme, labour, plant, logistics and productivity assumptions

- effectiveness of design coordination, value engineering and technical risk management
- quality and completeness of operational handovers
- reduction in post-award surprises, tender gaps, rework and unplanned costs and
- feedback from the Managing Director, Operations, Commercial, Plant and Design teams.

Process, Governance and Delivery – 10%

Measured against:

- tender submissions and key review stages completed on time
- accuracy and completeness of tender, design and risk records
- compliance with approval, delegated authority and governance processes
- quality of pipeline, tender and capacity reporting
- completion and application of lessons learned and
- delivery of agreed pre-construction improvement priorities.

Leadership Behaviours and People – 15%

Measured against:

- director-level accountability and ownership
- strategic and commercial judgement
- cross-functional leadership and collaboration
- clear communication and stakeholder management
- timely, evidence-based decision-making
- development, succession and retention of pre-construction capability
- integrity and professional standards and
- continuous improvement and effective change leadership.

A serious failure in conduct, integrity, compliance, tender governance, delegated authority or risk management may reduce or remove the behavioural element and may affect the overall bonus outcome, regardless of tender results.

BONUS GOVERNANCE

Any bonus should remain non-contractual and discretionary. Assessment should take account of individual performance, agreed objectives, behavioural contribution, business performance, profitability, affordability, cash flow and the Company's overall financial position.

ESSENTIAL EXPERIENCE AND CAPABILITY

The successful candidate should have:

- substantial senior pre-construction, estimating, design or bid-management experience within piling, foundations, civil engineering or specialist construction
- proven experience leading multi-disciplinary pre-construction, estimating and/or design teams and complex tender portfolios
- strong commercial awareness, strategic judgement and understanding of tender and contractual risk
- strong technical understanding of piling/foundation methodologies, buildability, programme and plant/resource requirements

- credible senior client, consultant, designer and supply-chain stakeholder management experience
- the ability to prioritise multiple opportunities, allocate resources and make clear bid/no-bid or escalation decisions
- strong leadership, written and verbal communication and negotiation skills
- good knowledge of construction contracts, tender governance, delegated authority and operational delivery and
- a proven track record of structured handover, mobilisation readiness and using project lessons to improve future tenders.

DESIRABLE

- Degree or equivalent qualification in civil engineering, construction management, quantity surveying or a related discipline.
- Membership of a relevant professional body.
- Experience in piling, foundations or geotechnical engineering.
- Experience with NEC, JCT or other standard construction contracts.
- Experience in early contractor involvement, design and build or technically complex bids.

GENERAL

This job description sets out the principal responsibilities of the role. It is not exhaustive. Franki Foundations UK Ltd may reasonably amend the scope and duties to reflect business requirements, following consultation where a proposed change is material.