

## JOB DESCRIPTION

Job title
Bid Manager
Name of person or job role reporting to
Head of Bids and Pursuits
Responsibilities
<p>As a Bid Manager, you will work within our busy Bids Team helping to co-ordinate and deliver a range of tender / bid activities across the globe.</p> <p>You will deliver activities that lead the coordinating of WRc's technical teams to support the company in preparing good responses, demonstrating our experience and accurately reflecting our offering to the clients in our submissions for bids/tenders and frameworks.</p> <p>You will work in a bid team and provide support to the team at all stages of the process and guide the technical teams through opportunity assessment through to submission.</p> <p>Supporting the growth of our consultancy, research and technical advisory services, you will be an independent thinker, able to organise your own time, and pro-active to achieve goals and deadlines.</p> <p>The specific tasks are as follows:</p> <ul style="list-style-type: none"> <li>• (Bid) Manage the Technical Teams through the Tender/Bid/Framework process to enable them to develop the provision of market leading documents tailored to the values and requirements of the customer.</li> <li>• Prepare and complete high-level information / overview documents of the bid details to ensure that all key and relevant information is in one place, ready for everyone to access during the process.</li> <li>• Complete administrative tasks to ensure the organisation and success of bid management.</li> <li>• Complete any required corporate standard information for the submission, allowing the technical teams to focus on other elements of the submission.</li> <li>• Coordinate and support where possible the drafting and reviewing of documents and collateral, such as cover letters, team and CV information, firm experience, standard corporate responses.</li> <li>• Provide where required a quality overview and check of documents pre-submission.</li> <li>• Liaise with other departments where necessary to ensure effective communication of submissions as well as conflicts or risks.</li> <li>• Work with the tender information manager and the technical teams to obtain outcomes and seek feedback on submissions and support in communicating this.</li> <li>• Support internal auditing of binds/tender submission to identify areas needed for improvement.</li> <li>• Ensuring adherence with law by staying up to date with changes and seeking advice when you think appropriate (e.g. copyright and data protection, Procurement Act etc) and effectively communicating this to the company.</li> <li>• Support in updating and maintaining a concise tender tracking pipeline for reporting purpose, utilising the company CRM system.</li> <li>• Where needed, carry out post submission reviews and analysis, to enhance future</li> </ul>

<p>opportunities.</p> <ul style="list-style-type: none"> <li>• Support the Tender Information Manager in checking of tender notices when required to ensure we find relevant opportunities for the company and ensure these are effectively communicated.</li> <li>• Support the <u>Head of Bids and Pursuits</u> implement, review, and adapt the tenders and bids strategy.</li> <li>• Assist the bid team wherever possible with ad-hoc tasks and any other general administration.</li> </ul>	
Qualifications/Experience	
<ul style="list-style-type: none"> <li>• Keen eye for attention to detail and detailed orientated.</li> <li>• Excellent written and spoken English.</li> <li>• Understanding of commercials and numbers.</li> <li>• Detailed knowledge of MS Office.</li> <li>• Ability to be analytical and stem ideas for improvement.</li> <li>• Strong multitasking and organisational skills.</li> <li>• Advance communication skills, comfortable with technical language and a desire to understand the sectors in which WRc works.</li> <li>• Be able to work both independently using initiative as well be a strong team player who is able to engage effectively with colleagues.</li> <li>• An environmental background or passion for the environment is advantageous.</li> <li>• Experience of international bids is advantageous but not required.</li> </ul>	
<p>I hereby agree that I have read and understood the job description.</p>	
Signed	Date
Name	