

Role profile

Job title	Bid Manager
Department	Construction team
Reports to	Head of Business Support
Job level	3
Review date	November 2024

1 Role purpose

A summary of the core purpose and overarching responsibility of the role.

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| 1.1 | To lead on the compilation of tender submissions, managing the entire process with the wider project management team. The successful candidate will be compiling tenders for our diverse range of workstreams including construction, repairs, maintenance, retrofit and the renewables sector for both M&Y and Ecogee. This role will be responsible for reporting on bid activity and success rates to our senior management team and management of all framework applications. |
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2 Key responsibilities of the role

A non-exhaustive list of the key role responsibilities and duties to be carried out by the post holder.

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| 2.1 | Management of the end to end process of bid submissions in a ' <i>project management</i> ' approach, working with our delivery teams and senior management to submit compliant, quality bids |
| 2.2 | Developing bid content for quality questions and writing responses, working with the technical and operations teams to ensure tailored contract-specific responses to quality questions |
| 2.3 | Proactively reviewing bids and bid feedback to continuously improve our success rates, working with the Head of Business Support to implement agreed changes to processes |
| 2.4 | Completing general admin of the bid process such as arranging bid meetings, downloading documents and keeping track of clarification portals |

2.5	Use of portals to sift out opportunities for M&Y and Ecogee Management Team to review, keeping up to date with upcoming opportunities and framework renewals
2.6	Maintaining and enhancing our stock image and photo library with information such as case studies, staff CV's and high scoring quality responses
2.7	Supporting the Head of Support Services to put together reports for Management and undertake regular reviews on success rates, highlighting patterns and trends
2.8	Support with the delivery of social value outcomes for external contracts
2.9	Working closely with comms to advertise tender successes internally and externally via our staff intranet and various social media platforms
2.10	To help us to achieve our aim of becoming the 'contractor of choice' by providing excellent service to our customers and working closely with our partners.
2.11	Attending networking and similar events

3 General responsibilities

A summary of universal responsibilities and requirements of all roles across The Regenda Group.

3.1	To understand and support The Regenda Group's commitment to regenerating places and creating opportunities for people and to actively contribute to achieving this vision within the job role.
3.2	To ensure compliance with the Group's Health and Safety policies.
3.3	To support and uphold the Group's internal customer service standards.
3.4	To undertake relevant Continuing Professional Development applicable to professional bodies relevant to the role and be prepared to undertake training as directed by the Group.
3.5	To attend meetings and events as may be required from time to time at other Group offices and external locations which may not be easily accessible by public transport.
3.6	The post holder may be directed by their line manager to carry out other duties and responsibilities in line with his / her post, grade, skills, knowledge and experience.

4 The Right Fit

A list of the desired skills, experience, knowledge and personal attributes to ensure individuals are 'the right fit' for the Company and the role.

4.1	Bid writing experience, preferably within the construction/repairs/renewables sector
4.2	Excellent ICT Skills – Microsoft Word, Excel, project management software
4.3	Excellent English Skills-both written and verbal
4.4	Ability to analyse data and provide overviews and key points which are suitable for the target audience
4.5	Ability to communicate at all levels including external partners, M&Y managers and operatives.
4.6	A proactive self-starter, who enjoys having ownership of their role and can manage their own time and prioritise workload

4.7	Excellent customer service negotiation skills.
4.8	Demonstrate ability to prioritise workloads while maintaining service excellence.
4.9	The post holder may on occasion be required to travel to other offices and, therefore, the ability to travel to other offices and locations which may not be easily accessible by public transport.

5 Our values

The post holder must be able to demonstrate our values in the workplace.

5.1	Customer focus
5.2	High performance
5.3	Efficiency and value for money
5.4	Teamwork
5.5	Ambition and dynamism
5.6	Openness and honesty
5.7	Communication