

# Job Description

<b>Job Title</b>	Bid Manager
<b>Department</b>	Business Development
<b>Location</b>	Bathgate, with rotational home-working available
<b>Reporting to</b>	Senior BID Manager
<b>Line Manager to</b>	N/A
<b>Key Relationships</b>	Senior Management Team, Operations, Business Development Managers, Graphic Designer, HR, Operations Manager, Planned and Reactive Maintenance Manager, Clients, Customers.

*The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Everwarm. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.*

*You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice.*

*This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.*

## **Role Overview:**

We have a rare and exciting opportunity for an experienced BID Manager to join our team!

Working on every element of the bid writing process, we require someone with the ability to produce and compile bespoke high quality PQQ and tender submissions that meet customer's needs and aspirations and who can demonstrate strong project management abilities.

The successful candidate must be able to demonstrate strong creative writing and verbal presentation skills. They should have experience of producing submissions that sell the business, especially to the social housing and local authorities' market. Key to their capability will be the ability to develop benefits-based proposals that articulate true customer value. Knowledge of the energy or construction sectors would be advantageous but not essential.

## **General Duties/Key Responsibilities:**

- Responsible for submissions, PQQs and tenders. Responsibilities include project management of the bid process, agreeing strategy with the Sector Teams, ensuring adequate resources are available to complete the submission, managing those resources throughout the process, all content is in place, and for the quality of the final output subject to approval. Likely to include engagement with the client in many cases
- Creation of high quality PQQ and bid documents, including writing and editing content (text and graphics) and document production
- Management of bid document production, including championing best practice in planning and organisation and ensuring compliance with business development process, style and brand guidance
- Co-ordination of bid information in conjunction with the Bid Writer and supporting Bid Manager.
- Contribution to development and implementation of the Bid Improvement Plan
- Building and developing relationships with the operational teams
- Commitment to championing best practice across Everwarm and the Sureserve Group
- Obtaining client feedback, and participating in the CRM process when appropriate

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- Responsible for client presentations, preparing for interviews and organising site visits as required

## PERSON SPECIFICATION

### Skills and Abilities

- Exemplary written English/writing style
- Detailed knowledge and experience of bid writing
- Knowledge of construction/maintenance/building environment and relevant sectors
- Ability to communicate at all levels
- Management and team-working skills
- Creativity
- Computer literacy including Microsoft Office programs essential. Adobe Creative Suite experience strongly desirable
- Ability to work swiftly and accurately

### Qualifications

- Degree level in relevant subject or equivalent
- Minimum 3 years relevant experience

### Experience

- Bid management, including document editing/production and process management
- Co-ordination of diverse Teams
- Computer literacy
- Experience of construction/maintenance/building environment and relevant sectors
- Experience and ability to interact and work with the Senior Management Team
- Attention to detail with regard to corporate layout and presentation style
- Ability to encompass change whilst ensuring delivery of high quality work and delivery to time parameters

### Personal Attributes

- Diplomatic yet self-assertive
- Demonstrable communication and motivational skills
- Proven ability to remain calm and focused under pressure
- Proactive and self-motivated
- Enthusiastic and energetic
- Flexible
- Conscientious

### Additional Requirements:

- Disclosure Check
- Full Clean Driving License (preferable)

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## What We Offer

- Competitive salary
- Employer contributed pension scheme
- Employee Assistance Programme with 24 hours telephone and online access
- Generous sick pay
- 32 days annual leave (Inc. statutory bank holidays and Christmas and New Year Closure!)
- Sureserve Group Academy programme that acknowledges the success of our trainees and apprentices
- Sureserve Group Legends scheme, with a reward for the ultimate legend!
- Employee engagement events to bring together colleagues and families e.g. Everwarm Family Fun Day, Summer BBQ, Christmas Night out!
- Access to Flexible Benefits Scheme (including buy holidays, discount to retailers, bike to work scheme, Healthshield care plan, and many more).
- Work for PLC Company with option to join share save scheme.