

PERFORMANCE RELATED JOB DESCRIPTION

Job Title : Bid Manager
Employee Name :
Reports to : Business Development Director
Date :

PURPOSE:

To manage from start to completion the bid and tender process, ensuring our strategy to win the business is clearly articulated in a professional manner. Working across the Group to pull the right people together, with their knowledge and experience to ensure this is utilised for a quality submission.

Function

- To achieve sales through quality submissions which improve our conversion ratio from submission to success, identifying additional opportunities by getting to know client requirements and developing a network of influential contacts.
- To write and develop content for tender responses which are bespoke to the client, ensuring all documents submitted are free from errors and professionally represent the Woodhead Group.
- To develop an effective library of information, building the knowledgebase to support ease of access to information required to answer client questions effectively, and liaise with other departments to keep this updated.
- To create the right team to work a specific bid, build relationships with colleagues to call upon if required to achieve a deadline then working with the bid team to create marketing activity to fit within guidelines e.g. invites for events and case studies.
- To set and achieves tender deadlines by managing others effectively, ensuring all stakeholders receive regular feedback and advance notice of upcoming activity.
- To keep up to date with group business ventures and services, competitors, relationships with customers, clients and suppliers.

Accountabilities

- Preparing presentations in a number of formats, liaising with agencies to design templates, and using a variety of styles to persuade or negotiate appropriately.
- Write construction methodologies and providing site layout and traffic management plans.
- Programme all types of construction from housing, new build specialist projects and refurbishments.

- To manage the bid/no bid process.

Skills

- Great management and communication skills, adaptable style to support the inter team working.
- Experience in bid writing, ensuring the bids are both accurate and engaging.
- Eye for detail and design ensuring quality submissions.
- Meticulous administration skills and time management, to ensure accurate records are kept, the knowledgebase is developed and bids are submitted on time with all the information needed.

Equality and Diversity

- Participate and engage in equality and diversity training, reflecting learning in working practices.

Quality/Health and Safety/Environment (QHSE)

- Ensure compliance with Health and Safety (H&S) policy and procedures, taking reasonable care for own H&S and that of others, who may reasonably expect to be affected by your action or inaction.

Policies and Procedures

- Be actively aware and follow all company policies, procedures and personal responsibilities as set out in these documents.
- Be aware and follow any legal obligations as required for the post.

The Functions, Roles and Responsibilities will evolve over time and should be reviewed quarterly and amended as necessary to ensure they reflect the needs of the job.