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Employee	
Job Title	Bid Manager
Location	Waterloo Office
Department	Work Winning
Line Manager	Head of Work Winning
Number of Direct Reports	0-1
Job Purpose	
Main result expected of the job holder	
<p>The Bid Manager will support the bid team to prepare submissions and generate responses to questionnaires. They will liaise with various departments to ensure up to date information is utilised in the bid submissions. They will issue responds to client request and track submission. They will ensure that client relationships are developed and that all key reporting is completed on time.</p>	
Key Responsibilities	
List in priority order of the job's main accountabilities	
1	<p>Reporting</p> <p>Ensure that all project reports, internally and externally are completed on time and that the reports are accurate and consistent in particular the tender tracker. Reporting is to follow BCM's information management system procedures and policies.</p>
2	<p>Respond</p> <p>Compile responses to client requests during the bid process such as expression of interest (Eoi) and Pre-Qualification Questionnaire(PQQ)</p>
3	<p>Organise</p> <p>Organise meetings for senior members to review bid submissions and endorsement of tenders. Outcome recorded and tracked accordingly.</p>
4	<p>Generate</p> <p>Complete client submission using analytical skills to generate fluidity and correct use of English in the document. Ensure all questions are answered pertinently.</p>
5	<p>Monitor</p> <p>Working under the direction of a Head of Estimating, the role involves monitoring the day-to-day aspects of an individual bids.</p>
6	<p>Communication</p> <p>Liaising with the bid team to deliver the bid and identifying the needs of the potential clients.</p>
7	<p>Assistance</p> <p>Assist the bid manager in the generation of the tender handover documentation.</p>



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8	<p>Building Relationships</p> <p>Represent BCM at workshops and meetings with clients and always be professional and courteous. Ensure that you support the values of BCM in your everyday dealings.</p>
9	<p>Contribute</p> <p>Will contribute to the planned and sustained business growth through the production of client bespoke bid proposals</p>
10	<p>Safety</p> <p>Be safety conscious in all your dealing and up hold the values of BCM. Appraise potential suppliers based on their safety performances and their alignment with the company values as a whole.</p>
<p>Job Dimensions</p> <p>Quantitative indices</p> <ul style="list-style-type: none"> • Generation of bid submissions • Completion of reports following bid review meetings • Periodic submission of trackers • On time submission of bids 	
<p>Job Requirements</p>	
<p>Qualifications: Degree or HND</p>	
<p>Experience: Minimum of 6 years' experience in a similar role.</p>	
<p>Technical Proficiency: Articulate and excellent writing skill. Detail knowledge of the construction industry. Excellent Microsoft office skills as a minimum and advantageous to have knowledge of other customer relationship management (CRM) IT system.</p>	
<p>BCM Leadership Behaviours (for any role):</p> <p>Lead by Example - demonstrate the BCM Leadership Behaviours, drive excellence, be a role model, challenge yourself and others:</p> <ul style="list-style-type: none"> • Go Above and Beyond - stretch yourself and others, use can-do and proactive approach, create innovative solutions and opportunities for business development • Better Together - take others with you, listen, be supportive, leverage diverse knowledge and expertise, have aligned objectives, recognise achievements and celebrate success • Stick to the Agenda - understand broader impact of your decisions, align actions with our Core Values and Strategy • Build Trust - always deliver on your commitments in an honest and transparent manner • Improve Continuously - invest time and effort into your development, ask and provide candid feedback, share your knowledge, best practices and lessons learned 	



Job Description



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Additional Skills:
 The ideal candidate will be someone who has the ability to communicate and build relationships effectively with all stakeholders, with a view to repeat business from our client base.
 The individual will be a dedicated worker who has the ability to work independently and make important decisions when necessary.
 The candidate will have excellent attention to detail and produce quality documentation that is subject to audit scrutiny.

Declaration
 By signing this Job Description, I confirm that I have been briefed and understand its content and will carry out my work in strict accordance with BCM policies & procedures in conjunction with any additional clients' requirements.

Name:	Sig:	Date:
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Deputising Duties

The undersigned have been briefed & understands the attached job description & responsibilities. I will undertake these duties in the event of the absence of the above Manager (subject to any constraints listed below).

Name	Position	Location	Date Briefed	Signature