

Role Definition

Job Title: Bid Manager

Reporting to: Head of Communications on a day to day basis and ultimately to the Senior Partner

As a Bid Manager within the Communications team, working under the direction of the senior partners and partners and alongside the Marketing Manager and Management Group, you will have a commercially focused understanding of the operations which impact the business. You will evaluate potential projects in order to advise on decisions to tender for work and write and produce articulate and visually compelling bid documents, proposals and presentation material in response to requests for pre-qualification or to tender. The Bid Manager will coordinate responses from the wider bid team and have overall responsibility for all bids submitted by the bid team. You will have excellent skills in brief analysis, writing and communication, and a can-do-attitude, able to support other departments in a fast-paced, creative environment.

Responsibilities

- Contribute to Go/No Go bid analysis and decision making
- Intelligent analysis of brief documents and undertake research on potential projects or clients.
- Managing and coordinating the bid process and the bid team
- Liaising with the wider team outside the practice to coordinate a timely bid response
- Work with internal senior architect and engineer teams, project managers and communication team members to produce written material for bid documents, OJEU responses, RFPs, RFQs and tenders etc.
- Writing compelling tailored bids and proposals to win new business
- Maintain database of written material for bid and proposal submissions
- Develop bid library of past projects data for evidence of quality and added value
- Preparing and printing accurate and high quality bid documents using Adobe InDesign, in a deadline driven environment
- Writing and editing CVs and past project case studies, liaising closely with individuals
- Understanding and learning the Foster + Partner's portfolio of work
- Proof reading for correction of grammatical, punctuation and spelling errors and checking bids for compliance with Foster + Partners' style guidelines
- Thorough knowledge of and compliance with Foster + Partners' administrative procedures and standards
- To contribute, or otherwise assist, as required

Qualities and skills required

Essential

- Experience of preparing bid documents and knowledge of bid processes e.g. OJEU responses, RFPs, RFQs and competitions
- Degree educated
- Self-motivated
- Goal oriented and able to meet deadlines
- Practical and organised
- Can disseminate facts in to a cogent argument
- Attention to detail
- Team Player

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- Can persuade people to see their views
- Legally able to work in the country in which the position is based
- Excellent written and verbal communication skills – articulate and diplomatic manner
- Able to build good relationships at all levels, internally and externally
- Able to ensure that discretion is exercised when dealing with sensitive information and that appropriate confidentiality is maintained at all times

Desirable

- Fluent in foreign languages
- Interest in architecture, arts and design
- Good technical knowledge of Adobe InDesign

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

October 2016