

Role summary

As an experienced researcher or business analyst, you will bring your skills to our pursuits team, helping to support the development of strategic opportunities, business growth, and high value pursuits. This role will focus on sourcing and analysing client and market intelligence to support a robust opportunity pipeline and the development of the practice's offerings into new markets. You will monitor and support key pursuits and bids, plan new propositions and routes to market, and find and synthesize competitor and market research to inform management decisions.

With a background in business development, research analysis, and/or strategy analysis, you should be comfortable working with some of the following systems, software, and databases to collect information and effectively communicate findings in your research briefings: GlobalData, FI FDI, D&B Hoovers, Freedom of Information requests (and global equivalents), LinkedIn Sales Navigator, Salesforce, AE360, Bombora, Excel, Miro, tableau, and PowerBI.

Role Definition

Job title: Capture Manager
Reporting to: Head of Bids on a day to day basis, and ultimately to the Strategic Development Partner

Responsibilities

- Finding and synthesizing market intelligence, data and information from various sources to help define and develop opportunities for growth, informed by a broad understanding of our clients, competitors, expertise, and market opportunities
- Work with leadership to find and communicate information to support the identification of key growth locations, sectors and competitive differentiation, including routes to market, pipeline of key projects, and analysis of existing and potential relationships with clients
- Critically reviewing propositions against client requirements and changing market conditions
- Supporting the business planning process including sector and market strategies
- Analysing competitor positioning and client requirements for major opportunities, alongside the wider Bid Team and the Marketing Team
- Creating regular, accessible and actionable strategy briefings for senior management
- Monitor long-range opportunities and support studio teams in being well-prepared and well-positioned for opportunity launch dates
- Collect and collate client feedback and identify trends
- Understanding and learning the Foster+ Partner's portfolio of work
- Contribute, or otherwise assist, as required
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Thorough knowledge of and compliance with Foster + Partners procedures and standards

Qualities and Skills required

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Experience as a business development researcher, data analyst, research analyst, or pursuit strategist or similar role in a design or professional services company
- Great communication skills and a high standard of written English
- Ability to present complex ideas and technical data in user-friendly and accessible formats
- Able to resolve problems and work proactively
- The ability to quickly create rapport with people in all levels of our business

- Able to ensure that discretion is exercised when dealing with sensitive information and that appropriate confidentiality is maintained at all times
- Able to demonstrate a flexible approach
- The ability to manage a complex workload, prioritise under pressure, and multitask

Desirable

- Good technical knowledge of Powerpoint, Adobe InDesign, Miro, and other presentation tools
- Fluent in foreign languages
- Interest in architecture, arts and design

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.