

Role summary

As a member of the bid team, the role involves working under the direction of partners and the Head of Bids to write and produce bid documents, proposals, and presentation material to help the practice win new work. You will help evaluate potential projects in order to advise on decisions to tender for work, lead kick off and strategy sessions, and mentor and develop the bid team. The bid team is part of the larger communications team that supports the design studios in bidding for new work and promoting the practice through research, online media, exhibitions and publications. 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.

Role definition

Job Title: Bid Manager

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

Responsibilities

- Contribute to Go/No Go bid analysis and decision making
- Intelligent analysis of brief documents, including assessing scoring criteria and flagging potential issues/key factors
- Managing and coordinating the bid process and bid team when the Head of Bids is absent
- Lead key, high-value or complex bids
- Work with the Head of Bids and project teams to develop win strategies/themes and structure responses
- Coach and coordinate internal senior architect and engineer teams, project managers and communication team members to produce compelling material for bid documents, OJEU responses, RFPs, RFQs and tenders etc.
- Help maintain database of written material for bid and proposal submissions, including writing and editing CVs and past project case studies
- Support the development of a bid library of past projects data for evidence of quality and added value
- Mentor and develop junior team members
- Understand and learn the Foster + Partners portfolio of work
- Proofread for correction of grammatical, punctuation and spelling errors and compliance with Foster + Partners style guidelines
- Thorough knowledge of and compliance with administrative procedures and standards
- To contribute, or otherwise assist, as required

Qualities and skills required

- Able to demonstrate ability to undertake the above responsibilities
- Experience preparing bid documents and knowledge of bid process best practice and strategy development

- Legally able to work in the country in which the position is based
- Excellent written and verbal communication skills – articulate and diplomatic manner and ability to persuade people to see their views
- Able to build good relationships at all levels, internally and externally
- Self-motivated, demonstrates initiative and a proactive approach to tasks
- Able to work independently and as part of an effective team
- Methodical, accurate and consistent attention to detail
- Able to ensure that discretion is exercised when dealing with sensitive information and that appropriate confidentiality is always maintained

Desirable

- 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.

January 21