

## Role profile

### Job details

Job title	<b>Bid Manager</b>
Reports to	<b>Framework Manager</b>
Department/Business stream	<b>BDJV Yorkshire Water Framework</b>

### Main purpose of the role

Responsible for overseeing the full preparation of tenders and proposals following customer enquiry, and supervision of tenders assigned to project teams/proposals engineers.

### Key Accountability and Responsibilities

- To determine, with input from others as necessary, optimum design solutions for proposals work and any viable alternative proposals.
- To ensure the contractual and commercial viability of tenders submitted, identifying securing and coordinating key inputs required by others and liaising fully with Commercial, Process Engineering and Project Departments, as required.
- Production of estimates for tenders in conjunction with other engineers as necessary.
- Coordination and production of tender documents and completion of clients' documentation for submittal.
- Ensure tender deadlines are met.
- Provide sales support as required.
- Co-ordination of external and internal inputs for tender preparation.
- Maintenance of tender records and files including post tender.
- Preparation of project handover documentation.
- Upkeep of costs, estimating and pricing information necessary for the preparation of tenders.
- Identification of risk.
- On successful award, summarising overall bid and handing over to Projects, including continuing involvement as necessary during contract execution.
- Fully participate in the development of procedures and systems for use within the Engineering function.

- Comply with Procedures and Work Instructions which form part of the JV's Quality Assurance System.
- Comply with all Health and Safety responsibilities commensurate with the role, as outlined in the Health and Safety policy.
- Any other duties commensurate with the position as may be assigned from time to time.

### ***Collaborative Working***

- Communicate fully with the Framework Manager, other members of the project team, other departments and sections of the JV on matters relating to the bids.
- Reviews with the Framework Manager, to advise on direction of Bid.

### ***Key measures & targets***

- Accuracy and quality of own work and overall bid submission.
- Ability to meet own and sub-ordinates proposal or tendering timescales - all within budget.
- Ability to work within a team environment.
- Conformance with the Companies Health & Safety Policy.
- Conformance with the Company's Quality Assurance System.

### ***Key relationships***

- Framework Manager
- PDLs
- Design Manager
- SHE Manager
- Quality Manager

### ***Person specification***

<b>Criteria</b>	<b>Requirement</b>
Knowledge and experience	<ul style="list-style-type: none"> <li>• Experience of working within a design and build environment.</li> <li>• Experience of working with a team producing major bids &amp; tenders</li> <li>• Experience of working in a JV arrangement</li> </ul>
Skills/Qualifications	<ul style="list-style-type: none"> <li>• HNC/D in electrical, mechanical or process engineering or equivalent level qualification</li> <li>• Computer literate</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Excellent accuracy skills, for writing and cost estimates</li> <li>• Degree of creativity and innovation</li> <li>• Ability to take ownership of a tender from initial strategy to final submission</li> <li>• Strong communication skills</li> <li>• Able to prioritise a busy workload and meet project deadlines</li> </ul>

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