

<b>Job title</b>	<i>Bid Manager</i>
<b>Reports to</b>	<i>Pre Construction Manager</i>

**Job purpose**

The successful candidate will be responsible for the management, preparation and development of bid, ensuring that work is completed on time and within its budget. In this role he/she will manage, plan and co-ordinate the activities of the projects management contract in relation to labour, materials, transport, plant and other contracted services to meet the programme of work or other obligations.

**Duties and responsibilities**

- Coordinate the overall bid submission process, ensuring they are on time and at the highest possible standard.
- Full co-ordination and leadership of the bid team including the development of responsibility matrix for all bids.
- Develop a bid strategy to maximise chances of winning upcoming projects at commercial sustainable rates.
- Timely manage, plan and co-ordinate bid responses for all submissions; including reviewing bid text. Contribute to and prepare drafts of text for the submission as required.
- Produce and agree the bid programme identifying key dates for the submission of information, review dates, deadlines and production of bid, whilst assuming a full understanding of the bid deliverables.
- Monitor the receipt of information received against the responsibility matrix, ensuring information is received on time.
- Organising the review of submissions against Client's requirements.
- Manage the bid financial elements ensuring that is fully detailed and agreed.
- Maintain a register of the bid clarifications issued and received.
- Providing internal feedback on team responses, working together to ensure a submission of the highest standard is achieved.
- Manage any pre-construction design requirements for the tender and manage design; Propose alternative design solutions if required and maintain a knowledge of alternative technical solutions.
- Strive for continual development and improvement in bid presentation and submission
- Arrange, attend and chair bid team meetings, to issue updates, clarifications and share best practice.
- Review successful and unsuccessful submissions, feedback and lessons learnt to promote continuous improvement. Provide relevant feedback to Senior Management and other stakeholders as required.

**Working conditions**

This role will be based at Dunmurry. The successful candidate will be expected to travel as part of their role to construction sites, Company fixed locations or other locations as requested by Management.

## Qualifications

### Requirements

- Educated to degree level in Civil Engineering or Construction Management or equivalent qualification. Candidates without this level of education may be considered if they can demonstrate suitable work experience as deemed appropriate by Management.
- Full Driving License.

### Desirable

- Professional Qualification such as CIOB, RICS, RIBA or APM
- Appropriate and Valid CSCS Card

## Experience

- Sound knowledge of construction management or civil engineering with 10 to 15 years' experience at managerial level on a wide range of major construction projects.
- Passionate about construction and building, with good career continuity.
- Commercially aware with a great knowledge of construction and engineering within the UK/ROI.
- Strong knowledge of construction methods and technology.
- Financial Awareness with experience managing construction related budgets and key performance indicators.
- Proven track record managing people, logistics, suppliers, sub-contractors, quality, environment and health and safety in a busy and demanding working environment.
- Good knowledge in Microsoft Office (Excel, Project, PowerPoint, Word, Outlook) and database software.

## Skills & Competencies

- Team player and leader
- Technical writing skills, displaying creative flair in submissions
- Excellent attention to detail and meticulous planning and organizational skills
- Good IT and numerical skills.
- Commercial awareness.
- Able to work to tight deadlines in high pressured situations.
- Good communication skills (verbal and written) and able to engage with all stakeholders at all levels.
- Self-motivated. Capable of working under minimal supervision and on own initiative.
- An excellent professional demeanour.
- Flexible approach to working hours and various different locations throughout the UK and ROI if required.

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