

Bid Manager / Writer (Catsfield, East Sussex)

Westridge Construction Ltd

JOB DESCRIPTION

Overview

Westridge is a forward-looking construction company based in Catsfield, with regional offices in East Sussex, West Sussex and Kent. We carry out projects throughout the South East and are planning to expand our operations to in excess of £100m over the next few years. Due to this continued growth we are looking for a Bid Manager to join our team.

Reporting to the Pre-Construction Manager and working alongside the Business Development team, you will be responsible for the management of the bid process within a construction contracting environment with a focus on delivering consistency and driving continuous improvement.

Your duties will include but are not limited to the following:

Main duties

- Management and completion of Framework submissions
- Expressions of Interest (EOI)
- Pre-Qualification Questionnaires (PQQs)
- Invitation to Tender (ITT) documentation

Bid strategy

- Appraisal of documentation to determine viability of returning compliant bids
- Undertake detailed Client, project and stakeholder research
- Facilitate workshops with team to develop strategy and share knowledge
- Provide guidance and develop plans to ensure the strategy is embedded in the tender submission
- Ability to explore alternative cost options and Value Engineering opportunities
- Risk management, identify and create initial due diligence/risk register
- Maintain a library of current & accurate corporate information for inclusion in submissions
- Management of the bid writing function

Managing the tender process

- Ensure compliance with the Client bid process
- Review all tender documents to understand client requirements and required deliverables
- Chair pre-start meeting - allocate owners and set deadlines for content
- Monitor and report on progress
- Facilitate and attend all internal and external meetings as required
- Management of Client and consultant communications, including dissemination to the team and management of appropriate actions
- Managing support from internal and external bid team, including the design team, BIM manager, programmers, Health and Safety team

Content generation

- Answer bid responses whilst building in the bid strategy
- Write and develop all non-technical content, H&S, quality, CVs, experience
- Support on technical content where required - understand and resolve complex technical, strategic and business issues – consulting with all bid team members as required
- Proofread all submission content – ensure compliant and aligned to Client requirements and bid strategy
- Write summaries and forewords where required

Mid tender reviews and post tender interviews

- Review progress of tender strategy with all bid team members
- Establish and manage post tender strategy
- Arrange rehearsal sessions and coach team
- Develop content that clearly responds to the agenda

Ad-hoc

- Occasional assistance in the creation of company literature (newsletters, website etc.)

Knowledge, Skills and Experience Required:

- Strong communication skills with an excellent command of written and spoken English
- The ability to communicate about complex, technical concepts in easy-to-understand ways and convey ideas graphically
- Cognisance of current construction working practices and MMC
- Excellent research skills that enable the gathering of information critical to developing a competitive offer
- Management of multiple proposals with a high level of attention to timescales for delivery
- Highly IT literate and good presentation skills
- Familiarity with recognised publishing software will be advantageous.
- Excellent planning and organizational skills, with a focus on quality

Conditions and Package:

Salary

- Competitive, based on experience.

Holiday

- 23/25 days holiday (dependent on salary) plus Bank Holidays, part of this allowance will be taken during the Building Industry shutdown (Christmas to New Year)

Working hours

- 8.30am to 5.30pm with 1hour lunch break

Pension

- Workplace Pension Scheme

Bonus

- Discretionary Company Reward Scheme based on profit share and personal performance

Health Cash Plan

- Applicable after 1yrs service

Private Medical Insurance

- Applicable after 2yrs service

Conditions

- Company Standard Rules and Contract of Employment provide further details

We are an Equal Opportunities Employer