

# Job Description

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Job title	Bid Manager	Date 25.07.23
Reports to (title)	BD Director	
Contract/Department	Business Development	Revision 0.1
Location	Home with UK wide Travel	

## Job purpose

Describe the overall purpose of the job in two or three sentences.

To be a key member of the BD team, meeting the growth and financial targets for EMCOR UK by securing new and retention opportunities with clients.

Responsible and accountable for delivering a compelling proposal that is fully aligned with the Win Strategy and is approved by the business for submission.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Provide end to end ownership of allocated bids, managing a hand's on process from inception to delivery
- Ensure that value propositions, sales strategies and brand methodologies are communicated through all stages of a bid process to maximise the brands external positioning and perception
- Support the Solutions Lead in developing Capture plan and win strategy
- Contribute to the written proposal, working with bid writers and SMEs, both in terms of content and presentation
- Ensure all client questions have been answered, reviewed and approved
- Liaise with the client during the bid stages as required
- Respond to client clarification questions promptly and submit questions as needed
- Share information from the client with the bid team to inform proposals and approach
- Manage framework portals and the flow of information with multiple bids
- Support the Solutions Lead with internal governance, approvals and presentations
- Reviewing and interpreting customer's requirements and ensuring the win strategy, win themes, basis for qualification and competitive analysis are appropriate for the type / size of opportunity
- Leading a coherent, aligned and high-performing bid team.
- Manages the key stakeholders across the organisations and adhering to BD process and governance.
- Producing fully costed bid budgets and appropriate bid plans including implementing planning and control mechanisms for multi-party bids
- Ensuring bid responses are produced to the highest standard and reviewed by Subject Matter Experts at appropriate times throughout the review lifecycle.

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- Provision of best practice aligned to Customer's campaign timeline
- Producing and managing the bid schedule to include, as a minimum, all mandatory solution, proposal, and business reviews in line with Sales and Governance Process, the Delegation of Authority (DoA) and/or Executive Sponsor
- Putting in place all required bid facilities for co-location and/or ad-hoc working (e.g., rooms, IT requirements per individual and on site, shared working environments etc)
- Managing the bid budget
- Leading the bid and proposal Kick-Off meetings and on-boarding all bid team members
- Embedding lessons learnt from similar previous bids to benefit the current bid
- Supporting the Solutions Lead to articulate the customer Hot Buttons, the Value Proposition and Win Themes
- Engage with the Supply Chain team for any teaming / supplier required – appropriately initiating Make/Buy process, if needed
- Supporting the Solutions Lead to define the Win Strategy and estimating the Price to Win
- Managing solution requirements and flowing down requirements to appropriate team members
- Managing Risks, Issues and Opportunities (RIOs)
- Managing bid / solution costs by coordinating bid estimators / finance team and provide target costs derived from the Price to Win estimate and acceptable profit constraints
- Internal and external stakeholder management and engagement in line with the bid RACI and in response to ad hoc requirements
- Leading the bid presentation for all Gates, with inputs from all contributors.
- Set up and management of Smartsheet pack
- Action design and management to completion

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

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## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

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## Skills

- Experienced management level FM professional with commercial TFM bid management experience.
- Strong management qualities and demonstrate the ability to work autonomously, with a rounded understanding of TFM services.
- A diligent and organised professional of degree standard with exceptional organisational and written skills - APMP or PRINCE2 qualification essential.
- Bid management experience – track record of bidding large, complex public sector TFM opportunities desirable.
- Technical writer with a clear understanding of FM solutions. Creative flair and an ability to differentiate proposals in a complex and diverse marketplace.
- A clear understanding of complex, international organisations, as is a thorough understanding of an outsourced solution or managed service bid process.
- Interpersonally the individual will be driven, motivated, and ambitious to succeed, both in a commercial capacity in their role and in their own career development.
- Proven capability of project managing the delivery of work winning, multi-million pound product or complex services opportunities; this includes the ability to work under pressure and adhere to strict deadlines
- Confidence to deal with all levels of management seniority up to MD / main board directors and the ability to adapt communication and messages to different audiences
- Demonstrates strong commercial acumen and ability to gather information to support commercial decisions
- Solid understanding and management of internal governance procedures
- Highly competent in MS Office software and relevant tools such as Project, Visio, etc.
- Experience of using InDesign or Illustrator software

## Behaviours

- Passionate about the client's success
- Dynamic and proactive individual
- Growth Mindset
- Outcome Focused
- Strives for excellence
- Logical thinker
- Clear communicator
- Persuasive with different types of stakeholders
- Engaging and influencing customer leadership team at board level
- Coaching and consultative approach to stakeholder and team management
- Adaptable to different working styles and corporate cultures
- Ability to manage a workload remotely, with flexibility to travel/work from and/or away from home.

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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Must have a UK driving licence  
Must be willing to travel UK wide

Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	