

Job Profile

Bid Manager (Civils)

(BIDMGRJUL10)

Job Title	Bid Manager
Reporting to	Bid Director/Head of Business Development (Civils)
No. Reports	None
Business Unit	Construction
Location	Head Office (Hillsborough)
Contract Type	Permanent
Salary	Negotiable
Additional Benefits	CEF Pension/Company Medical Scheme

Job Summary

As the GRAHAM business continues to grow and develop we are looking for an enthusiastic Bid Manager to take a lead role in the delivery of bids across our civil engineering market sectors.

We are looking for a Bid Manager to take a lead role in the delivery of bids across our civil engineering market sectors.

The role will involve the overall co-ordination of all those who input into a bid, including design team, in-house personnel and supply chain, ensuring all work productively towards high-quality, economic submissions to our Clients.

The candidate must have a high level of knowledge in relation to construction practices and design principles, whilst also being able to present highly quality bid documents.

One of the key skills of the Bid Manager will be the effective management of all those who input into the tender, and therefore the candidate must be a highly organised individual who can programme the work of others. They must also be able to work under the pressure of tender deadlines.

Job Description

The Bid Manager shall:

- Be responsible for ensuring bids are submitted on time and to a high standard
- Report as required on the progress of each bid against agreed programme.
- Review technical solutions to ensure most cost efficient solutions are submitted
- Implement bid strategies to co-ordinate the preparation and submission of the bid and achieve agreed bid objectives.
- Liaise with design teams, other GRAHAM staff, and supply chain to ensure high quality bids are submitted
- Present to the Bid Director for approval, information including technical responses, staffing and administration structures for bid preparation
- Effectively maintain relevant databases and ensure information is up to date
- Follow core GRAHAM business systems and policies throughout your area of responsibility
- Co-ordinate, prepare and continually review bid submissions.
- Prepare meeting schedules and coordination of the design and construct teams
- Prepare bid presentations
- Be able to work overtime when required
- Be flexible as some travelling may be required from time to time

This job description is intended to give the post holder an appreciation of the role envisaged for the Bid Manager and the range of duties to be undertaken.

It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals.

GRAHAM

CONSTRUCTION

Person Specification

Technical Competencies

Essential

Relevant degree in construction or related discipline
Demonstrate a good understanding of the construction market
Have thorough understanding of construction techniques
Understand engineering design principles
Comprehensive understanding of the tendering process within the construction industry
Strong communication skills both written and oral
Extensive experience of Microsoft Office incl Word and Excel
Maths and English GCSE grade B and above.
Access to a car and have a clean driving licence

Behavioural Competencies

Essential

Effective Communication skills: Able to adapt communication to audience and create detailed written documents and reports. Able to maintain and manage communication links with a variety of stakeholders. Presents a professional image and promotes the Brand.

Initiative: is able to work alone to get results in an effective way. Understands and seeks to minimise waste in resources and processes. Adopts and encourages others to adopt new ways of working.

Team Player: Always willing to be involved in other activities to achieve company objectives. Works collaboratively and uses influence to gain resolution of issues. Demonstrates honesty, loyalty and commitment.

Problem Solving: Looks objectively at every side of an idea or situation to ensure that all outcomes are thoroughly assessed before deciding on an appropriate course of action.

Planning and Prioritising: Plans and prioritises around departmental/team objectives. Able to spot opportunities and problems in the medium and long term and develop new approaches. Can use analytical skills to make decisions, with a strict attention to detail.

Adaptability: Able to manage change and remain flexible to individual situations. Changes the overall plan, goal or project to fit the situation

Results orientation: Able to focus on setting personal objectives. Can evaluate progress and drive resources to attain objectives.

Please apply by either completing an application form or by sending a comprehensive and targeted CV and covering letter with your relevant experiences to the Human Resources Department at Ballygowan Road, Hillsborough, Co Down, BT26 6HX, or alternatively e-mail to applications@graham.co.uk. All applicants must return a monitoring form to the Monitoring Officer at Ballygowan Road, Hillsborough, Co Down, BT26 6HX in a separate envelope.

[CLICK HERE TO DOWNLOAD APPLICATION FORM](#)

Quote Reference No: BIDMGRJUL10

Closing Date: Friday 30th JULY 2010