

Employee		Job Title	Bid Coordinator
Department	Pre-Construction	Location	Waterloo
Line Manager	Senior Bid Manager	No. of Direct Reports	0

<p>Job Purpose</p> <p>The Bid Coordinator will support the Senior Bid Manager to prepare submissions and generate responses to questionnaires. They will liaise with various departments to ensure up to date information is utilised in the bid submissions.</p>
<p>Key Accountabilities</p> <p>Reporting</p> <ul style="list-style-type: none"> Supporting the Senior Bid Manager and Bid Manager to create periodic reports. <p>Respond</p> <ul style="list-style-type: none"> Compile responses to client requests during the bid process such as expression of interest (EOI) and Pre-Qualification Questionnaire(PQQ) <p>Organise</p> <ul style="list-style-type: none"> Organise meetings for senior members to review bid submissions and endorsement of tenders. <p>Generate</p> <ul style="list-style-type: none"> Generic responses for PQQ's and tender submissions Generate and up keep bid libraries as required. <p>Monitor</p> <ul style="list-style-type: none"> Working under the direction of the bid management team the role involves monitoring the bid deadlines and submission progression. Monitoring tender portals for bid updates and new opportunities and ensuring they are coordinated with business development manager and senior bid manager. <p>Communication</p> <ul style="list-style-type: none"> Liaising with the bid team to deliver the bid and identifying the needs of the potential clients. <p>Assistance</p> <ul style="list-style-type: none"> Assist the Bid Manager in their day-to-day activities. Assist the wider Pre Construction team where required. <p>Safety</p> <ul style="list-style-type: none"> Be safety conscious in all your dealing and up hold the values of BCM. Appraise potential suppliers based on their safety performances and their alignment with the company values as a whole.

<p>IMS Processes and Procedures</p> <p>You are required to comply with all IMS Core policies, procedures and associated forms relevant to your role. Procedures include (but are not limited to) the following:</p> <ul style="list-style-type: none"> Work Winning procedure Evaluation matrix Decision to tender Accident & Incident Document Control Electrification HSQE Documentation Risk Management Commercial and Procurement Subcontractor Management Planning
<p>KPIs</p> <p>You will support and help the company achieve the KPI's as defined within the Sustainable Business Plan.</p> <ul style="list-style-type: none"> Generation of bid submissions. Maintain the generic bid library. On time submission of bids.

Issue no.:	2	Date:	Feb 2019	Parent document:	HR Procedures	Filing location:	Held with HR
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Job Requirements
<p>Qualifications: A-level English or equivalent. Degree, APMP Practitioner, desirable.</p> <p>Experience: Minimum of 2 years' experience in a similar role. Understanding the bid process and able to coordinate responses at all stages for the procurement event. Articulate and excellent writing skill. Excellent Microsoft office skills as a minimum and advantageous to be competent in the Adobe Suite (InDesign).</p> <p>Personal Development: We see this role as succession path and role onto a Bid manger within 12 to 18 months , subject to opportunity and performance in role.</p>
Competencies & Training Requirements
<p>Adobe Suite (InDesign) CRM System training</p>

BCM Leadership Behaviours (for any role):
<ul style="list-style-type: none"> • Lead by Example - demonstrate the BCM Leadership Behaviours, drive excellence, be a role model, challenge yourself and others. • Go Above and Beyond - stretch yourself and others, use can-do and proactive approach, create innovative solutions and opportunities for business development. • Better Together - take others with you, listen, be supportive, leverage diverse knowledge and expertise, have aligned objectives, recognise achievements and celebrate success. • Stick to the Agenda - understand broader impact of your decisions, align actions with our Core Values and Strategy. • Build Trust - always deliver on your commitments in an honest and transparent manner. • Improve Continuously - invest time and effort into your development, ask and provide candid feedback, share your knowledge, best practices and lessons learned.

Declaration
<i>By signing this Job Description, I confirm that I have been briefed and understand its content and will carry out my work in strict accordance with BCM Policies & Procedures, in conjunction with any additional clients' requirements.</i>
Name: <input type="text"/>
Signature: <input type="text"/> Date: <input type="text"/>

Deputising Duties										
<i>The undersigned have been briefed and understand the above job description and responsibilities. I will undertake these duties in the event of the absence of the above Manager (subject to any constraints listed below).</i>										
<table border="1"> <thead> <tr> <th>Name</th> <th>Position</th> <th>Location</th> <th>Date Briefed</th> <th>Signature</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name	Position	Location	Date Briefed	Signature					
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