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| **Company Name:** VolkerFitzpatrick Ltd |
| **Business Unit:** Civils | **Contract No & Name:** Head Office |

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| **Role:** | Bid Co-ordinator/ Assistant Proposals Manager | **Reports to** (Business)**:** | Proposals Manager |
| **Location:** | Head Office | **Reports to** (Function)**:** | Proposals Manager |
| **Current Job Holder:** |  |

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| **Overall Role Purpose:** |
| To support the achievement of corporate and operational business plans targets and objectives through the identification of suitable contract opportunities, and the subsequent preparation and submission of pre-qualification questionnaires (PQQ) / expressions of interest / tenders/ marketing proposals within tight timescales to secure tendering opportunities.To ensure PQQs / tenders are prepared in compliance with the requirements of individual clients and to continually seek improvement in the presentation and format of said documents.To ensure the management and maintenance of a ‘proposals library’ of useful facts, figures, evidence, references, profiles, CVs and other information as required.The role is fully supported by the Proposals Manager and proposals team. |

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| **Key Accountabilities:**(describe the key tasks and responsibilities the job-holder has on an on-going basis) |
| **RESPONSIBILITIES*** To provide support to the Proposals Director, the Proposals Manager and Proposals Team.
* Identify potential opportunities through monitoring of the trade press, OJEU’s, online portals and other media.
* Support the Bid Managers in the administration of bids.
	+ Production and compiling of high quality bid submissions for the Civils and Rail divisions
	+ Liaison with in-house and site staff, consultants and clients to compile information
	+ Enforcing bid processes throughout tender stage to meet tight deadline
	+ Workspace document management
	+ Tender document control and management
	+ Overall design and production of templates, presentations, submission covers, etc
	+ Organisation of file structure/ documents
	+ Diary and meeting coordination
	+ Support the Bid Manger as required
	+ Reviewing grammar / punctuation and consistency checks
	+ Produce tailored CVs and organograms in Microsoft Visio
	+ Produce HSEQ responses with the support of the Bid Manager
	+ Formatting referencing and collating the final submission
* Support the Proposals Manager in the administration of pre-qualification questionnaires (PQQ), expressions of interest and marketing proposal documents.
	+ Design compliant format for submissions including page template
	+ Overall design and production of templates, presentations, submission cover, etc
	+ Liaison with in-house and site staff, consultants and clients to compile information
	+ Distribute PQQ documents, revisions and clarifications
	+ Coordinate with external companies and JV partners
	+ Produce tailored CVs and organograms in Microsoft Visio
	+ Produce PQQ questionnaire responses with the support of the Proposals Manager
	+ Collate, format and proof read all PQQ/proposal documentation
	+ Manage progression of outstanding actions/issues
	+ Ensure the circulation and timely response to Client queries and clarifications.
	+ Formatting, referencing and collating the final submission for electronic upload or hard copy submission
* Update and issue the weekly workload report for the civils proposals team
* Build, develop and manage the proposals library/ Info library
* Research client business strategy, key drivers, market intelligence, etc

**Other duties include:** * General administrative duties
* Management of the document library of past PQQs, Bids and sample responses etc
* The preparation of supplementary information,
* Production of PowerPoint presentations etc for Clients
* Incorporate lessons learned into future submissions.
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| **Interfaces:**Definition of the mutual expectations between roles that are interdependent and have points of interface. Think of the key processes in which this role is involved and the interfaces within this. |
| **Internal Contacts** | **External Contacts** |
| Business Development Team and Proposals Team /Technical Authors / Bid Managers  | Clients |
| Planning / Estimating / Buying Teams. | JV Partner Proposals / Bid Teams  |
| Operational Directors and Site Staff. | Designers |
| Support Functions - HR / HSEQ / Training / ICT | Subcontractors |
| Accounts and Company Secretary | Printers |

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| **Delegated Authority:**(the decisions that the role holder is allowed to make) |
| The Assistant Proposals Manager is authorised to make decisions necessary to ensure the timely delivery of their responsibilities. They are required to communicate effectively with the Proposals Editor to ensure that document formatting and styling decisions are appropriate and that the standard of responses meets the requirements of the prescribed deliverable. |
| **Limits of Financial Authority:** |
| None |

**Career Path Information**

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| **Required Qualifications / Expertise:** |
| * Minimum of 3 years’ experience of PQQ / Tender proposals collation and submission preferably in the civil engineering construction sector
* Excellent communication and desk top publishing skills.
* Experience of co-ordinating Joint Venture partners, and designers on complex submissions.
* Experience of completing CDM / Quality / Environmental and corporate governance questionnaires
* Experience of researching and preparing draft proposal responses
* Experience of working to strict deadlines and prioritising a varied workload.

**Desirable**Experience in the use InDesgn and / or Microsoft Publisher Bid response writing skills |

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| **Key Competencies Required for this Career Level** |
| **Technical** | **Behavioural** |
| * Good Microsoft Office Suite skills - Word, PowerPoint, Outlook, Visio, Photoshop
 | * Ability to work to tight deadlines
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| * Good verbal and written communications skills
 | * Effective use of initiative
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| * Good proof reading and formatting skills
 | * Proven team worker
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| * Experience of researching PQQ / tender opportunities, preferably in the construction sector
 | * Ability to work calmly and quickly under pressure
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| * Experience of submitting larger and more complex PQQs and tenders
 | * Proactive approach to problem solving
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| * An interest in expanding basic technical knowledge
 | * Ability to juggle multiple and changing priorities
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| **Please note: This Job Description is not exhaustive and staff will be required to undertake duties other than those listed:****Agreed copy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Name Date** |