



Bid Manager

We have an opportunity for a **Bid Manager** to join our business, **Ogilvie Construction** a major subsidiary of the **Ogilvie Group**. You will be based at **Stirling Head Office** and report to the **Senior Bid Manager**.

The primary focus of the role will be to lead and manage the project bid process and teams to ensure that they are properly co-ordinated and considered to achieve best in class proposals which secure work for Ogilvie Construction.

Role:

Reporting to the Senior Bid Manager you will be responsible for:

- Checking of tender documents together with amendments
- Organise and chair tender launch meeting
- Identifying critical success factors for tender and preparing Bid Strategy with Senior Management
- Identifying the appropriate level of resource for tender preparation (internal and external) and manage and support the bid team as required to develop and conclude the bid
- Developing, resourcing and managing bid programme
- Ensure the correct selection of sub-contractors, suppliers and designers
- Manage opportunity and risk profile of projects, preparing and managing tender risk registers
- Liaison through the bid process with the Client Team providing a central point of reference
- Attending briefing meetings with client, client advisors, etc. during tender period
- Effectively administering the bid process
- Ensuring that the Commercial Team has the opportunity to review the contract conditions and provided input where appropriate
- Ensuring that the tender insurance obligations are reviewed by Insurance Brokers, where appropriate
- Preparing/editing/checking/reviewing (depending on scale) quality submission documents
- Arranging mid-tender review meetings with bid team, consultants and key supply chain, where appropriate
- Arrange pre-settlement meeting with bid team to conclude bid preparation and establish that client evaluation criteria has been met
- Organise tender settlement meeting
- Conclude bid document for submission with Proposals Co-ordinator
- Organise & preparation for attendance at tender interviews and presentations
- Co-ordinate post tender negotiations with clients
- Obtaining feedback from Client Team on submitted bids (whether won or lost)
- Attend handover meetings and brief operations team on successful bid

Key Characteristics:

- Knowledge of bid management and production
- Good general knowledge of building and general construction techniques and methodology
- Familiarity with project tender preparation and construction costs
- Understanding of the commercial, legal and contractual aspects of tendering
- Organisational skills consistent with those required for good project management
- Confidence in communicating with senior managers in the business
- Experience in dealing with clients and in determining Key Success Factors
- Flexible approach and ability to contribute in marketing and bid writing
- An ability to think laterally; identifying and applying innovative solutions to support bid preparation
- Ability to work independently and manage own workload but also must be able to work effectively and contribute as part of the team
- Excellent communication skills and be both positive and passionate in engaging with your colleagues, clients, external consultants and supply chain regarding the business

Qualifications: Relevant qualification in quantity surveying, architecture, building, civil engineering or related discipline

This is a **full-time** position and the hours of work are **8am to 5pm**. An attractive salary is offered which will be commensurate with experience. Additional benefits include fully expensed company car, profit share, generous holidays, contributory group personal pension scheme and life assurance.

All interested candidates should submit their CV, along with details outlining their suitability for the position to Laura Henderson, HR Assistant: recruitment@ogilvie.co.uk Closing date is: 18 February 2019

Ogilvie Group is committed to equal opportunities and diversity for its employees, temporary workers and work seekers. Individuals are only assessed on their individual merits and suitability to a position irrespective of race, gender, disability, age, faith or sexual orientation.