**Job Description**

**Role title:**  **Strategic Bid Project Review Lead**

**Reports to: Director of Client Engagement**

**Grade:** **NA (Interim role)**

**Sector:** **Group Services**

**Division:** **Client Engagement**

**Purpose / Scope of role**

A world class environmental consultancy, the APEM Group possesses a unique blend of specialist capabilities that allow the business to operate alongside large multidisciplinary consultants and for international corporations and governments; whilst maintaining an agile, close, and trusted relationship with our clients.

Across APEM Group, pioneering remote sensing technology, field on the ground or field-based survey resource coverage, industry leading laboratories and our environmental consultants all work together to meet the demands of some of the most complex and technically challenging environmental projects in the UK and across the world. APEM Group has been PE backed since 2019 and has grown significantly through a combination of organic and M&A to £80m revenue. We plan to continue this growth trajectory through continued strong organic growth, international expansion and strategic acquisitions.

We have created a strong bid team who have been paramount in delivering this growth for the business. Due to this continued success and APEM’s fast growth, the scope, size and value of the work with our business working on bids on large projects with national significance. Our client base has also grown - we work on behalf of global corporations, regulators, industry and government bodies. As such we want to a lead full root and branch Bid Process Review, focusing primarily on the end-to-end bid processes, key roles and responsibilities and reviewing the bid model to be fit for the future growth of APEM.

**What does Success look like in this role?**

To carry out a full and detailed analysis of our current bid process leading to a proposal for change to meet the needs of stakeholders and Board for the next stage of growth. The proposal should include (but not be limited to).

**Data Gathering**

* Understand what information is collected, where and by whom
* Understand the commonality of the data
* Map the existing bid process across all entities
* Volume of bids / type of bids
* Team structure inc roles and responsibilities and capabilities,

**Requirements Gathering**

* Stakeholder engagement – Board, MD, Sector Directors, Legal Team, Finance,
* Bid Team interviews

**Draft proposal**

* Bid Model
* Bid process inc process improvements
* Key roles & responsibilities
* Bid Team structure & workflow
* Bid Reporting

**Stakeholder engagement/feedback**

**Final proposal -** including presentation to Board/Key Senior Stakeholders. Plus outline of project plan and timelines for implementation if proposal accepted.

**Skills/Knowledge/Experience/Qualifications**

**Essential**

* Comprehensive understanding of bid processes in both small-scale and large-scale projects.
* Proven track record of conducting and implementing reviews of bid processes. Experience in leading a full review and change program focussing on bids management leading to improved metrics (reduced time and cost, increased win % etc)
* Knowledge of best practices in bid management for government bodies and international corporations.
* Familiarity with key performance indicators (KPIs) and success metrics for bid processes.
* Exceptional leadership and stakeholder management skills.
* Strong analytical and problem-solving skills.
* Excellent written and verbal communication skills.
* Proven ability to manage and lead complex projects with cross-functional teams.
* Expertise in bid process design, management, and optimisation.
* Previous experience in a fast-growing, dynamic business environment.
* Experience in fostering collaboration between bid, client engagement, and operational teams.

**Desirable**

* Awareness of market trends in environmental consultancy or related sectors.
* Knowledge of international bid standards and compliance requirements.
* Understanding of corporate governance and risk management in bid processes.
* PRINCE2/ PMP /LEAN/ Agile accreditation or knowledge of these methodologies.
* Experience of working in a Consultancy/Professional Services environment.

**Our Values**

Our most important assets are our people who work here. We all work as one team and rely on each other. We wish to create a working environment to which our people are proud to belong, by maintaining our values at the forefront of everything we do. These values are:

* Integrity – We do the right thing
* Quality – Quality in everything
* People – We care
* Forward thinking – We focus on the future
* Positivity – We believe we can
* Fairness – We champion equality

**Our WOW Factor**

When home became work, we learned that flexibility, understanding and balance allowed us all to move forward and grow together. So, no matter where you’re based, the hours you keep, the toddlers you have to entertain, or outside interests that help with your wellbeing we’re committed to our Ways of Working (WOW) with each other so we can continue to be our best.

**You belong**

We recognise that everyone’s story is different. The opportunities, experiences and challenges faced in life shape who we are, and we understand that these are the things that make us individual and unique. Embracing our differences means we’re able to approach what we do from every angle.

Inspiration and insight can come from anywhere, and no matter your history or choices in life, we empower our people to be their best, so we can be our best, together. **We welcome the whole you.**