**Job Description**

**Role title:**  **Bid Manager – Ireland (FTC)**

**Reports to:**  **Head of Bids / Director of Client Engagement**

**Grade:** **Principal**

**Sector: Group Services**

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

**Purpose / Scope of role**

We are transforming our bid function to be an engine for growth to help position APEM Group as Ireland’s preeminent environmental consultant. With a remit to develop and pilot a new approach our bid delivery model, this role will shape the future of bidding across the Group. This is a unique opportunity to contribute to a transformation programme that will enhance quality, consistency, and win rate

We are seeking a proactive and strategic Bid Manager to join APEM Group on a 12-month fixed-term contract to manage bids end-to-end while also delivering a defined set of strategic outputs, with the future potential to lead to lead bidding for all of our Ireland business.

**What success looks like in this role**

This role will lead a strategic pilot designed to test and refine a new bid delivery model for APEM Group. Success will be measured by the delivery of a set of clearly defined outputs that improve efficiency, consistency, and quality across the bid function.

**Bid Library Creation**

* Develop a structured bid content library to support integration with CoPilot, enabling efficient and intelligent bid response generation.

**Pricing Evaluation**

* Assess the feasibility of a single, Group-wide pricing sheet or fee calculator to support consistent commercial modelling.

**Opportunity Qualification Framework**

* Evaluate the use of systematic methodologies (e.g. BANT) for opportunity assessment, including integration of Go/No-Go and Win Strategy stages.

**SharePoint Implementation**

* Pilot SharePoint as the default platform for bid document storage and access by create a scalable hierarchy structure in collaboration with our IT team.

**Process & Quality Enhancement**

* Strengthen the bid production process and technical/quality review stages to improve submission quality and win rate.

**Key Responsibilities**

**Bid Management & Coordination**

* Manage the end-to-end bid process for Ireland-based opportunities, ensuring timely, compliant, and high-quality submissions.
* Oversee the bid portfolio within the department, maintaining visibility of all live and upcoming bids, working with the Ireland Sector team to ensure appropriate resource allocation, prioritisation, and alignment with strategic goals.
* Develop bid plans, coordinate inputs, and facilitate reviews to maintain consistency and alignment across submissions.
* Support opportunity qualification and bid/no-bid decisions in line with strategic priorities, ensuring the bid pipeline is actively managed and monitored.

**Bid Writing & Content Development**

* Write and edit persuasive, client-focused bid responses, including technical and non-technical content.
* Collaborate with subject matter experts to translate complex input into clear, compelling language.
* Contribute to the development and maintenance of the bid content library.

**Governance & Process**

* Ensure bids meet internal governance standards and client requirements.
* Support performance reporting, lessons learned, and continuous improvement initiatives.
* Help embed best practices and standard operating procedures across the bid lifecycle.

**Commercial Approach & Management**

* Provide commercial insight and challenge throughout the bid process, balancing risk, value, and strategic fit.
* Demonstrate strong commercial acumen across the full opportunity lifecycle—from early-stage origination and qualification through to bid submission and contract award—ensuring a seamless link between strategic intent and successful delivery.

**Performance Reporting & Continuous Improvement**

Business-as-Usual (BAU)

* Support the Head of Bids in tracking and reporting bid performance across the Ireland portfolio, including win rates, submission quality, and process efficiency.
* Capture lessons learned from each submission and contribute to continuous improvement efforts across the bid function.
* Provide input into monthly and quarterly reporting cycles, highlighting trends, risks, and opportunities.

Pilot-Specific Reporting

* Monitor and report progress of the pilot, documenting any findings and recommendations from the pilot deliverables
* Provide regular updates to the Head of Bids on pilot milestones, risks, and outcomes to inform future rollout planning.

**Stakeholder & Client Engagement**

* Build strong, collaborative relationships with internal stakeholders and Group Services teams to ensure alignment and shared ownership of bid success.
* Develop trusted partnerships with procurement teams at key client organisations to strengthen positioning and influence future opportunities.

**Skills/Knowledge/Experience/Qualifications**

**Skills**

* Strong writing and editing skills across technical and non-technical domains.
* Excellent organisational and project management abilities.
* Strategic thinker with a process improvement mindset.
* Confident communicator and stakeholder manager.
* Proficient in Microsoft Office, SharePoint, and bid management tools.

**Knowledge & Experience**

Essential

* Experience managing and writing bids in a complex, deadline-driven environment.
* Familiarity with bid governance, compliance, and opportunity qualification frameworks.
* Proven ability to lead process improvements and pilot new systems or methodologies.
* Experience working with cross-functional teams and managing multiple priorities.

Desirable

* APMP certification or equivalent qualification.
* Experience in environmental consultancy or professional services.
* Understanding of the Irish public and private sector procurement landscape.
* Knowledge of BANT methodology and bid strategy frameworks.

**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.**

**come the whole you.**