**Job Description**

**Role title: Bid Administrator**

**Reports to: Bid Manager (Tenders Team Manager)**

**Grade: Scientist**

**Sector: The role is remote based, but there may be requirements to attend one of our office locations for occasional meetings and team-building exercises. Office locations could be Stockport, Cardiff, Cambridge, Oxford, Edinburgh or Chester.**

**Division:** **Tenders Team – Business Development**

**Purpose / Scope of role**

The purpose of the Bid and tender team is to manage the tender selection process and to coordinate the response of the technical sections by liaising with the scientists who have the specialist knowledge required.

The purpose of this role is to provide support to manage leads, identify and secure future tender opportunities, support in the production of tenders, and assist in the analysis and reporting of bid and marketing activity.

There will be elements of Project delivery to the role, which will require involvement in projects and providing support to senior members of the project team. Also, the role will require data processing, analysis and interpretation.

There may be some expectations of Business development and client management with the expectation to attend relevant conferences, marketing events and meetings to promote APEM's services and some clients contact where required.

**What success looks like in this role**

Once you have mastered this role you will proactively support the Tender’s Team and take a more active role in helping to prepare tenders - offering up suggestions to help make the presentation of tenders and bid to be the best they can be. Over time the role will grow, and we would hope you see a career in bids and would be looking to progress to take on more work such as reviewing other administrators’ work.

**Key Responsibilities**

* Identification of tender and other opportunities from websites and alerting relevant staff.
* Analysing content of tender documents to identify requirements
* Maintaining a central source of relevant information including generic text paragraphs, case studies, CVs, customer feedback forms.
* Inputting to QHSE policies, processes and bid content.
* Preparing high-quality professional bid submissions, including co-ordinating, integrating and editing content (text and graphics) and collating final version.
* Ensuring the timely submission of bids.
* Ensuring all proposals produced comply with corporate brand guidelines and company bid management standards.
* Monitoring and reporting on bid production against bid plan milestones and according to internal reporting processes.
* Working with APEM staff providing technical content to ensure they comply with the deadlines.
* Monitoring and reporting on bid production and performance against company targets and according to internal reporting processes.
* Updating internal client database system and tracking prospects as required.
* Supporting the Marketing Manager and the other members of the bid and tender team as required.
* Complying with APEM standards and templates.
* Creating project files for tenders that have been successful.
* Liaison with potential sub-contractors working with APEM on specific tenders.
* Day to day general office administration duties, including answering, managing and responding to incoming company calls.
* To carry out any additional activities that may be reasonably required or requested.
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* Cover for colleagues within the tenders team.
* All allocated work allocated is delivered on time, in budget and to a high quality.
* To take reasonable care for the health and safety of yourself and others; make use of the tools, equipment, training and resources; and actively engage with colleagues at all levels to contribute to the continuous improvement of health and safety management.
* Complete mandatory health and safety training modules and any that are specific to your role.

The primary aim for the back office support teams is to maximise chargeable work opportunities for fee earning staff.

Members of the back office support teams should use the generic expectations of the relevant grade as well as the additional back office support team expectations.

The additional focus areas below focus on this primary aim.

* To maximise chargeable work opportunities for fee earning staff.
* Focus should be on providing support internal clients within relevant area of expertise, and generating cost savings.
* Business development activity to focus on tender opportunity generation, tender coordination and delivery and marketing activities.
* Create efficiencies.
* Eliminate bureaucracy.
* External client contact via answering phones.

**Skills/Knowledge/Experience/Qualifications**

**Essential**

* 1-2 years of relevant work experience
* Degree or postgraduate degree in a relevant subject.
* To be technically competent and be able to talk about a number of subjects within your divisional area
* Proficient writing, data handling and communication skills.
* IT literate.
* Experienced in MS Office
* Ability to work to tight deadlines, both independently and as part of a team.
* Excellent time management skills, including the ability to prioritise workload in order to meet deadlines.
* Ability to engage effectively with external contacts and collaborate with colleagues.
* Ability to work within an ever-changing environment.

**Desirable**

* Experience within E-Surveys, e.g., Mailchimp
* CRM experience
* Client feedback market sector analysis experience

**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 well-being, 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.**