



Job Title: Junior Bid Manager
Salary: £32,000+
Location: Central London
Role Type: Full-Time Permanent

OVERVIEW:-

Temple is one of the UK's leading independent infrastructure and property consultancies, specialising in environment, planning and sustainability. With a team comprising of some of the most talented people in the industry, we enjoy working on exciting and complex projects, where clients can leverage the full value of our insight and commitment.

We bid for projects and commissions in a highly competitive environment. This makes bid management a key element in our success at winning interesting, sustainable and profitable work. We are seeking a dynamic Junior Bid Manager (JBM) to take a central role in the business, helping to keep our bid effort focused and optimizing the performance of our bid and opportunity pursuit teams. The role requires someone with the optimum mix of independence, creativity and innovation, combined with a natural ability to motivate, coordinate and apply commercial rigour.

Sitting within our Business Development and Marketing team, and reporting on progress directly to Temple's Board, the successful candidate will be encouraged to get involved in all aspects of the team's work to identify and drive new business opportunities as well as to further build Temple's market presence.

If you are interested in this role, please send a covering letter to recruitment@templegroup.co.uk, stating your current salary, the role/position/grade you are applying for. Please also attach a copy of your latest full CV.

The Role:-

The Junior Bid Manager (JBM) will report to a Temple Board Director and work closely with our in-house teams. They will be responsible for preparing winning bids and taking ownership of the end-to-end bid process. This will involve assembling bid teams with the relevant service / product / business knowledge from Temple's staff, including a Bid lead and Bid Director who provide additional leadership and governance, particularly on larger bids. Our ISO90001-certified management system includes a bidding procedure, and the BM will ensure compliance with this, looking for ways to improve and stream line processes where there is the opportunity.

The BM will be responsible for managing opportunities from pre-qualification through to contract award. This will include:

- identifying the value proposition / bid strategy;
- developing the solution commercial considerations,
- identifying partners to fill skill gaps; and
- risk management.

Responsibilities will include introduction and implementation of all necessary bid procedures, governance and processes. This is a highly collaborative role that requires an ability to work under pressure and to challenging deadlines. It will require strong people management and commercial skills. The BM should be highly skilled in customer focused, concise, active and jargon-free bid writing.

The successful candidate may also be involved in supporting other business development activities such as organising campaigns, event management, and developing business collateral, as required.

An understanding of environment and town planning disciplines and their roles in sustainable project and asset management would be considered beneficial to candidates.

The Candidate:-

We expect the successful candidate will:

- be a highly organized, creative individual with strong written and spoken communications skills;
- be capable of delivering winning bids for consultancy services projects and frameworks;
- have experience in bid management from opportunity identification through to bid and hand-over to project delivery – ideally with a background in the built environment, sustainability, design and construction;
- bring valuable input into opportunity qualification, win strategies and commercial discussions, with sound commercial understanding, P&L and risk management skills;
- be comfortable working alongside Technical Specialists and at the CEO / Board Director Level (internally and with external customers);
- be fully conversant with the infrastructure and property sectors and the competitive marketplace for environment, planning and sustainability services;
- have the ability to manage complex, multi-workstream opportunities, possibly in parallel or conflicting timescales; and
- have a solid understanding of, and commitment to, implementation of internal governance procedures.

Ideally the successful candidate will:

- be degree educated, although if you are highly experienced then a degree may not be essential;
- be Association of Proposal Management Professionals (APMP) Foundation, Practitioner or Professional accredited or alternatively, relevant project management qualifications e.g. APM/Prince2 - Practitioner or Professional level;
- hold a marketing qualification (e.g. CIM Foundation Certificate in Marketing or Certificate in Professional Marketing).

Temple provides a wide range of training to its staff including in house workshops run by our experienced team; seminars and presentations from relevant industry professionals in a wide range of environmental, town planning and sustainability disciplines and external project management training.