

We are a global design leader ranked within the UK Top 11 and within the Global Top 100 of architectural practices. With our Head Office in London, we have studios across the UK and internationally in New York, Singapore and Amsterdam.

Our people are the foundation of our culture: tightly knit and incredibly welcoming. We nurture our staff and encourage their creative and entrepreneurial spirit. We set high standards for ourselves and our teams work collaboratively to achieve the best, and have the determination and drive to do things better. We like to push ourselves, creatively, in business and as a team. We listen and explore every angle with our clients so that we make the creative journey an enjoyable one for all.

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## **BID CO-ORDINATOR**

### **Your role**

- Reporting to the Head of Bid Management, you will be responsible for the smooth delivery of the global bid process at Scott Brownrigg, ensuring the practice delivers highly competitive, concise and compelling responses to public and private sector bids and RFP's.
- You will be responsible for receiving, assessing and evaluating bid notices and opportunities, making appropriate recommendations in liaison with the Head of Bid Management and sector leads.
- You will also seek out UK and international business opportunities via bid portals across the practice and assist in the delivery of the business development strategy.
- You will be responsible for tracking bids and providing regular feedback on any successes and advising on how the processes can be further refined.

### **What you will do**

- Manage and co-ordinate the production of professional bids, submissions and RFP's in liaison with the Head of Bid Management, Director/Associate lead, technical specialists and others where relevant
- Collaborate with the Head of Bid Management to curate and edit responses to specific requirements;
- Create and circulate bid management schedules to bid teams to ensure everyone is aware of and adheres to the submission criteria;
- Manage tender sources, seek out and distribute leads to relevant sector heads;
- Select appropriate bids in line with company and specific sector business plan criteria;
- Arrange and chair bid kick-off meetings to determine a bid/no bid decision;
- Work alongside and in partnership with the Head of Bid Management, complementing and supporting each other to ensure smooth delivery of the bid strategy;
- Work closely with the Global Development Team on Internationally focused opportunities;
- Work closely with the Transport and Education teams on public sector and infrastructure opportunities;
- Gain feedback on all bids - successful / unsuccessful, interrogate bid results and run post-completion bid reviews with the Head of Bid Management to ensure continuous improvement of bid responses and high level of successful conversion / work won;
- Maintain the framework tracker
- Responsible for renewing membership of online pre-qualification websites and keeping profiles up-to-date;
- Contribute to the updating and maintenance of company bid literature, including all staff CVs, bid information library and bid area of intranet (Compass);
- Ensure all external documents conform to the brand guidelines;
- Manage project information recorded in our CRM System (Union Square) by liaising and working with the project teams to cleanse, update and populate project metrics.

**Drive for Results**

Focused, driven and determined to deliver results; taking objectives willingly and proactively setting own goals; measuring your own success; focusing on new or more effective ways of delivering results; persistent; seeking and acting on feedback.

**Client Focus**

Obtains clarity about client needs; ensure the service is meeting your client needs; takes responsibility for customer satisfaction; works to build long term relationships with clients.

**Concern for Quality**

Double check the accuracy of your own work; follows SB-MS systems and procedures; supports and helps others, encouraging them to observe the correct procedures and standards.

**Teamwork**

Understand your own role and others within the team; works hard and willingly stands in for others when needed; encourages others to participate and work together to solve problems; shares experience, ideas and opinions.

**Interpersonal effectiveness**

Listens; understanding both content and emotion; picking up on body language, probing to develop a clearer picture of the situation; builds a rapport with people within the Practice.

**Agility and adaptability**

Receptive to change; makes constructive suggestions; agile and works quickly to ensure changes are implemented; restrains strong emotional impulses; resists temptation to react immediately.

**Your skills**

- Confident in evaluating the merits/demerits of progressing with each new business opportunity and influencing the bid/no bid decision
- Able to “dissect” a bid and identify the client’s key requirements.
- Offer ideas and suggestions to enhance the bid processes and win rates.
- Confident communicator verbal and written, skilled and experienced at developing relationships with directors and teams across the practice.
- Able to co-ordinate people effectively and efficiently.
- Excellent literacy skills and attention to detail.
- Competent with the use of graphics and IT systems, in particular excellent working knowledge of InDesign, Adobe, PowerPoint and Photoshop.
- Highly computer literate, skilled in Microsoft Office, Adobe Suite.
- Skilled presenter both verbally and visually using software.
- Excellent communication skills;
- Contributing to managing and understanding resources and people effectively;
- Ability to work within a team effectively and deliver tight deadlines on time.
- Ability to cope with change e.g. to brief, programme or role;
- Ability to liaise with other disciplines/team members.

**Your qualifications and experience**

- Experience of working to tight deadlines and dealing with large amounts of information.
- Experience of working in a similar professional practice environment, preferably within the construction industry.