

Job Description

Position title	Senior Bid Development Manager
Date	01/04/2025
Line manager title	Director of Public Sector Development
Grade	7

Purpose

To support the preparation of multiple, concurrent, complex public sector project tenders from pre-qualification up to contract close. Additionally, to provide support to other areas of business as we expand development of tenders for C&I and Trading

Specifically to lead on all Supplier Pre-qualification initiatives and submissions and manage the small team responsible for the collation of relevant information and submission of questionnaires

To be responsible for working with bid managers and both SUEZ and external subject matter experts to develop offers to our clients in all elements of the bid that are non-operational. This includes: Social Value, ICT; Partnership; Innovation; Efficiency savings; Environment; Education etc.

To manage the SUEZ Bid library resource, ensuring information is collated, updated and relevant. To do so the Bid Development Manager must have an excellent understanding of the waste market and client trends.

To implement and audit governance procedures (both UK and Group) relating to public sector tendering.

To support Director of Public Sector Development with collating information for Group reporting.

To support Heads of Processing and Municipal Development with training and succession planning for all bid managers of various grades.

Key responsibilities

Management of Pre-qualifications and Bid Resources (Library etc)

- Support the preparation of complex public sector project tenders from pre-qualification up to contractual close through overall responsibility for the development of the non-operational offer to our clients
- Management of all pre-qualification support information (for PSD, I&C and Trading)
- Management of small pre-qualification team
- Management of case study and bid writing library, with focus on: the quality of the information (content and appearance); being the conduit for the business to gain current information; establishing where there are gaps in our offer and project managing solutions to these gaps e.g. trials of new products/ services (operational, communications, ICT)
- Review new technology, equipment and practices to ensure delivery of best practice

Key responsibilities [cont'd]

Team Development & Governance

- Ensure team is aware of latest procurement regulation and advice
- Document, monitor and audit consistent good project management practice across the PSD team
- Support the Heads of Processing and Municipal Development with training for bid managers
- Ensure all submissions meet with SUEZ UK and Group governance procedures

Reporting

- Support Director for PSD with reporting requirements for Group
- Produce statistical information on bid feedback to allow trend analysis

Skills

Experience of developing tenders in a multi-disciplined environment, for a minimum of six years - preferably for complex local authority service contracts.

Excellent understanding of local authority procurement practices, forthcoming legislative changes and impact of potential changes to local government structuring

Understanding and ability to ensure compliance with SUEZ internal governance

Understanding of good practice in project management

Evaluation of AI in bid preparation and associated risk

A good understanding of UK waste legislation and market drivers. A good understanding of waste collection and street cleansing methodologies.

Excellent inter-personal skills, communication, influencing and leadership skills.

Strong writing and presentation skills.

Degree level or equivalent, potentially with CIWM (Chartered Institution of Waste Management) membership.

Behaviours

Actively embraces the global SUEZ Leadership Behaviours and Group Values by demonstrating:

- **Shape the Future:** Put our client at the centre of our actions, Design an actionable vision, Make sustainability a key differentiator, Dare to innovate and drive continuous improvement.
- **Make it Happen:** Dare to drive change, be exemplary to aim for success.
- **Collaborate to Elevate:** Always lead in the Groups best interests, Foster Transparency & Networks
- **Unleash the talent of your People;** Trust & delegate, Allow each person to grow, Care for yourself & others.
- **Team Spirit:** Together, we work, we collaborate, we problem solve, we support, we encourage and we celebrate.
- **Respect:** We care, we can be our authentic selves, we're compassionate, we're ethical and we're honest. We act to keep everyone safe and well.
- **Commitment to the Environment:** We preserve, restore and protect our planet. We act to reduce, reuse, recycle and recover resources.
- **Customer Focus:** We're dedicated, focused and creative. We innovate, we advocate and we collaborate with our customers for the environment.
- **Continuous Improvement:** Demonstrate a proactive and collaborative approach to identify and implement opportunities which continually improve business processes, quality and overall performance.

Knowledge

Previous similar experience in a multi-disciplined environment for service contracts. Preferably in the local authority waste collection and cleansing or treatment arena.

A good understanding of UK waste legislation and market drivers.

Excellent inter-personal skills, communication and leadership skills.

Strong writing and presentation skills.

Good creative understanding of how graphics can improve bid responses and presentations.

Experience of creating and managing bid knowledge libraries for multiple streams.

Ability to review and improve bid submissions to ensure compliant, quality responses.

Specific candidate requirements

Ability to persuade others through disciplined use of data.

Expert/Mastery of Word, Powerpoint and MS office 365 collaboration tools (SharePoint) required.

Understanding of procurement law.

Excellent communication skills for diverse stakeholders.

Proactive, enthusiastic, and eager to learn and improve.

Detailed knowledge of tender processes and bid preparation.

Understand the basics of prompt engineering for generative AI / AI tools and how they can be used for driving efficiencies across proposal management tasks, content creation, tone adjustment, and task automation.

Familiarity with the legislation around use of AI and relaying critical information and updates to the bid team.

Experience of designing, managing, and updating a Content Library or Proposal Automation Solution.

Qualifications

- Must have a degree (eg: English, Environmental Services)
- Ideally holds an industry-relevant qualification

Please note: The content of this job description reflects the main duties and responsibilities of the job and is not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.