JOB DESCRIPTION/PERSON SPECIFICATION

A	POSITION DETAILS
	DIVISION: Material Sourcing
	JOB TITLE: Senior Bid Manager REPORTING TO: Regional Head of Public Sector Development
	GRADE: 8

B JOB PURPOSE

- Primary role is to lead the preparation of public sector project tenders from pre-qualification up to up to contractual / financial close.
- To bid 'Processing' and 'Logistics' bids
- To develop detailed, robust and deliverable technical and commercial solutions for bids
- To manage a multi-disciplined bid team (both internal and external)
- To liaise with the SITA UK management team to gain support and approval for each tender
- To develop relationships with new and existing public sector customers

C KEY RESPONSIBILITIEES – PEOPLE

- Responsible for managing and leading the project team to ensure that projects are delivered on time.
- Organise the activities of the project team
- Manage a team to ensure competitive but commercially rational bids are submitted
- Drawing together of multi-disciplined teams of staff to include technical specialists, financial modellers and lawyers.

D KEY RESPONSIBILITIES – PROFILE

- Be the 'face' of a given bid both externally with clients and internally within SITA UK
- Lead, manage and control the bid process from start to financial close
- Ensure that all bids put together are done so to an extremely high standard
- Develop and enhance relationships with new and exisiting public sector customers
- Identify practical response to problems and initiate appropriate action with clarity and in a timely manner
- Formalising contracts appointments and briefs

KEY RESPONSIBILITIES - PROTECTION

- Ensure all local authority bids submitted comply with relevant planning and environmental legislation and are based upon the principles of good industry practice
- Ensure all local authority bids submitted comply with GDF Suez's sustainable development criteria
- Monitor and advise on the impact of emerging waste legislation and technological developments from an economic/business and cross sector perspective
- Interrogation of the design and contractors proposals to ensure compliance
- Monitoring/managing the construction process (time, quality and cost)
- Risk and value management

In line with SITA UK's Health and Safety Policy the job holder is expected to;

- Take reasonable care of his/her own health, safety and welfare and that of other people who may be affected by his/her actions or omissions.
- To co operate with SITA UK and with other employees in order to comply with health and safety law and SITA UK's Health and safety Policies and Procedures
- Not to misuse or interfere with, intentionally or recklessly, anything provided in the interests of safety.
- To ensure that within his/her areas of responsibility, SITA UK complies fully with its legal duties in respect of the health, safety and welfare of its employees and of other people who may be affected by his/her actions or omissions
- To ensure that the responsibilities commensurate with his/her role as laid out in the Health and safety policies and Procedures are fully met.

F KEY RESPONSIBILITIES - PROFIT

- Significant potential for impact on SITA business
- Identifying. qualifying and scoping potential new business
- Win and close local authority procurement opportunities
- Ensure that bids and Variations are properly formulated and costed so that SITA UK profitability is enhanced
- To obtain relevant approvals inside SITA UK

G CORPORATE RESPONSIBILITIES
In line with SITA UK's Values and Ethics Charter the job holder is expected to ; • Act in a honest, responsible and respectful manner to others • Be responsible for their own professional conduct • Comply everywhere and in all circumstances with the laws and regulations connected with their activities • Comply with our obligations to our partners such as shareholders, associates, clients, suppliers and the community Any other duties that are reasonably requested within the scope of the job role

H KEY KNOWLEDGE/QUALIFICATIONS/TRAINING/SKILLS/EXPERIENCE
Excellent inter-personal, communication and leadership skills
Knowledge of Local Authority workings, constraints, politics
Understanding of UK waste legislation and market drivers
Degree level or equivalent, ideally with CIWM membership

The contents of this job description reflect the main duties and responsibilities of the job and are not intended to form part of the contract of employment. SITA UK may revise the content of this Job Description/Person Specification at its discretion.