People & Culture

Job Profile

Bid Manager Support and Document Coordinator

Location
TGH

Department	Construction
Job title of Line Manager	Bid Manager
Direct Reports	N/A
Hours of Work	30 to 37.5 – fixed 12 months post
Key Contacts	Construction department, business support, other operational business units, client procurement teams.
Grade	2/3
Post Number	TBC

Our Team

The Natural Power Construction Department help clients to take their renewable energy and energy infrastructure projects forward, supporting and advising throughout the pre-construction and construction phases. We provide a broad range of technical and construction project management services, including geotechnical services, and have built up a reputation for delivering high quality work for our clients.

Our team comprises a broad range of experts in civil, mechanical, electrical, environmental and geotechnical engineering, safety professionals and construction project management staff. Our support team facilitate the delivery of these engineering services, by providing back-office finance, administrative and critically, business development support.

Main Tasks and Responsibilities

To co-ordinate the migration of department documents from IFS to the new Document Management System (DMS), co-ordinating the review, update and uploading of all department polices and procedures to ensure the latest approved versions are available and easily accessible with the DMS.

To support the Bid Manager and wider bid team, as required, assisting with the preparation of tendering and ensuring consistent QA for Natural Power pre-qualifications and tenders.

The role works closely with the Construction Management, Geotechnical, Design and Advisory, and Renewable Heat teams within the department, as well as the wider Natural Power business, to support the generation and conversion of new business opportunities.

Key duties include: -

Document Management Support

- Operate as the department Library Manager for DMs.
- Work closely with the deputy Library Mangers for each sub-department in UK, Ireland and France.
- Co-ordinate the collation and migration of department documents, including the review and update of all department policies and procedures.
- Formatting and checking of documents and maintaining version control.
- Ensure all previous versions are updated to the current company template.

- Laise with the correct people in the sub-departments to ensure timely review and update of the policy/procedure.
- Laisie with relevant HSEQ team to ensure correct process and requirements for DMS is followed.
- Ensure all documents are filed in the new DMS appropriately and can be searched for and found easily.

Bid Manger Support

- Assist in the delivery of the bid management process for tenders, quotes, and pre-qualification questionnaires (PQQs) on **a tender-by-tender basis** as applicable.
- Assist in the creation, collation and ongoing maintenance of tender supporting information, including case studies, experience summaries and team CVs on **a tender-by-tender basis**.
- Assist in compiling tender documents for review and development.
- Supporting the Bid manager and bid team in tender input, including procedural and commercial elements
- Ad-hoc business development support, in line with business requirements.

General Responsibilities

Adhere to all company policies and procedures

Person Profile

Area	Essential Criteria	Desirable Criteria
Education & Qualifications	Educated to National 5, GCSE or equivalent in Maths and English.	Educated to Degree / Highers / HNC / HND
Specialist Knowledge & Skills	• Proficient in the Microsoft Office suite, particularly Word, Excel, Outlook and PowerPoint. • Adopt a flexible and positive approach, to be able to manage tasks concurrently and react effectively within short timeframes. • An ability to work as part of a team, and equally to show initiative, ability and confidence to make decisions. • Strong attention to detail and ability to accurately proofread own work. • Motivated and willing to learn. Taking the initiative to gain an understanding of the technical services that we provide and seizing opportunities to learn. • Strong mathematical ability and copywriting skills.	• Experience working within the renewable energy sector (wind, solar, battery energy storage, renewable heat). • Experience working within a high-paced and varied office environment. • AI prompting and Co-Pilot familiarisation.

Relevant Experience	• Administrative/business support experience. • Experience in a client/customer-facing position.	• Experience of effectively managing and working towards a variety of deadlines.
Interpersonal & Communication Skills	• Tailor your communication style to suit different audiences, whether internal teams or external stakeholders.	• Demonstrate excellent communication and interpersonal skills to effectively engage with and manage colleague and client/stakeholder relationships.
Any Additional Requirements	• Full valid licence for driving in the UK	