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CONTEXT OF THE POSITION WITHIN THE ORGANISATION

Job Title	<i>Tender Engineer</i>
Line Manager:	Reporting line: Business Development and Tender Manager Function line: Business Development
Internal Context	
External Context	<i>Framatome is an international leader in nuclear energy recognized for its innovative solutions and value-added technologies for the global nuclear fleet. With worldwide expertise and a proven track record for reliability and performance, the company designs, services and installs components, fuel, and instrumentation and control systems for nuclear power plants.</i>

GENERAL DISCRPTION

Objectives: The Tender Engineer is responsible for production of Tenders as identified by the Business Development team from initial pre qualification, producing a winning tender package, subsequent customer discussion, through to contract award and then hand over to the project team once the order has been signed, the tenders could including value proposition / strategy development, solution development, commercial considerations, partner identification programme scheduling and risk management with the assistance of the relevant departments with in Framatome UK Nuclear Services (FUNS).

Detailed key responsibilities:

The role of the Tender engineer includes, but is not limited to, the following aspects:

- Take an active role in the development of Pre Qualification Questionnaire and tenders issued by our customers, and ensure the tender responses reflect the strategy of the company to produce a winning response to the customer.
- Building strong relationships with clients and partners and internally with in the various departments of FUNS and the wider group.
- Directly manage or participate in specific projects pre qualifications and tenders;
- Ensuring timely submission of applications in accordance with client requirements following high quality standards;
- Work closely with the manufacturing team and engineering teams to produce BOM/BOQ
- Work closely with the FUNS procurement team and vendors to create and submit pricing suggestions;
- Liaising with internal teams to compile company project experience credentials documents, formatted CVs and capability statements, references, certificates technical response and commercial response etc for Pre qualification questions and Tenders issued by our customers.
- Develop a repository of templated responses for written proposals and budget calculations;
- Track the progress of the Pre qualifications and tenders submitted to our customers.

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Applicable 01/05/2017

- Attend meetings with our customer and their supply chain as necessary to progress the Pre Qualification and tenders.
- Identify future potential opportunities during discussions with our customers.

This role reports directly to Business Development and Tender Manager.

ROLE REQUIREMENTS

Qualifications

- Degree educated in mechanical, construction, engineering or related discipline
- Experience in Tender writing in an engineering or construction environment would be of benefit
- APMP Practitioner or Professional Level.

Behavioural skills

- Demonstrably proactive, self-driven and assertive
- Work under significant pressure and tight deadlines
- High levels of influence and strong leadership capability
- External Client Management
- Strong stakeholder management
- Experience of working within multinational teams would be of benefit.

Technical Skills

- Knowledge and understanding of the bid process
- Experience of highly regulated industries
- Experience in Nuclear would be of benefit
- Advanced MS Word skills & proficient in MS Office.
- Ability to read manufacturing drawings to produce BOM/BOQ