

## Bid and Contract Manager

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Closing date for Applications:	27 September 2020
Interviews:	October 2020
Start Date:	As soon as possible
Location:	Cambridge, UK
Salary:	£40,000-50,000
Other benefits:	individual training budget; flexible working; group personal pension; and income protection insurance

### Job description

[Cambridge Econometrics](#) (CE) is a leading independent economic consultancy. Our analysis and insights are used by clients around the world to inform policy decisions about pressing challenges to society. The CE Group employs 50 people at our companies in Cambridge, Brussels and Budapest. We provide economic and policy research in areas that we are interested in and that make a difference to people and the natural environment; the Financial Times lists us as a [top Management Consultancy](#).

We are seeking a talented candidate to join our Shared Services team for the CE Group to co-ordinate bid (proposal, tender, quote etc) preparation, and manage contracts with our international clients and collaborators. You will lead on bid coordination and administrative preparation to maintain CE Group's highly effective bid winning capability. You will negotiate and implement contracts to ensure the adherence of the business to legal, regulatory and internal compliance requirements. As part of this role, you will also oversee and undertake other project administrative services for CE Group's business.

Your responsibilities will include:

- leading bid coordination and administrative preparation to deliver efficient, timely, high quality proposals for institutional and commercial clients, national and international
- liaising and coordinating with CE teams and external collaborators to deliver high quality bids
- reviewing calls for tender and bids to highlight potential commercial/contractual risks and opportunities; providing advice from a legal and administrative perspective
- reviewing, creating and negotiating contractual documentation (partnership agreements, licensing agreements, procurement contracts, subcontracts, non-disclosure agreements etc.)
- negotiating client contracts and other agreements; identifying commercial and contractual conditions favourable for CE Group and securing their implementation
- providing advice to staff within the business on a wide range of commercial issues including but not limited to, the management and protection of intellectual property, contractual liability, conflict of interest, business ethics and data protection matters
- collating and managing bid and contract contents and outcomes to inform and advise on improvements to content and process
- analysing information to assess and interpret performance against business and quality management objectives
- observing compliance to legal, regulatory and internal compliance requirements

## Person specification

We are looking for people who have:

- a successful track record of at least five years of working in commercial contracting, ideally in a consultancy services environment, with experience of initiating, negotiating and executing legal agreements
  - experience of dealing with international/Governmental clients and complex/large value contracts
  - a working knowledge of European Commission and UK Government Procurement processes would be advantageous
- education to degree level or equivalent in law or business administration (or another relevant field)
- knowledge of contracting concepts, contract law and regulations including English law contract requirements
- efficient English writing skills, ability to write concisely and to summarise complex documents and concepts
- excellent communication skills and a desire to understand different operational areas and business activities; ability to explain and provide advice on contracts and related matters in non-technical terms to colleagues
- confident and diplomatic, with an ability to create and foster working relationships internally and with customers at all levels of the business
- ability to manage a varied workload, and to respond effectively to changing priorities, to achieve agreed deadlines without compromising quality or standards
- ability to act with a substantial degree of independence within delegated limits
- good financial and commercial judgement, numerical confidence and understanding of budgets and project finance
- incisive, logical and analytical, accurate and with meticulous attention to detail
- experience and proficiency in Microsoft Office 365 with advanced proficiency of Microsoft Excel and Word
- team player with ability to foster strong teamwork

Applicants will be required to have the right to work in the UK by the start of their employment.

For more details see our website <https://www.camecon.com/who/vacancies/>.

To apply, download our application form ([Word](#) or [PDF](#)), complete it, and follow the instructions on how to submit it.

## Working at Cambridge Econometrics

Cambridge Econometrics is a world-leading provider of real-world, evidence-based economic analysis for policy assessment. As the trading arm of a charitable trust, we're driven by a desire to make a difference, not just a profit. We do work that we are interested in and can feel proud of.

Cambridge Econometrics is accredited as an Investors in People organisation at the Silver award level. In all parts of the organisation we like to stretch and challenge our staff, so they continue to learn, and develop their skills and experience. In return, we offer a friendly, supportive and inclusive environment, and a strong commitment to high-quality training and development from day one. Benefits include: individual training budget; flexible working; group personal pension; and income protection insurance.