

Role Summary

As a Capture Analyst, you will support the Capture Manager in sourcing and analysing client and market intelligence to aid in the development of strategic opportunities and business growth. This role focuses on assisting with market research, report building, and synthesizing data to inform management decisions.

Role Definition

Job Title: Capture Manager (Analyst)

Reporting To: Capture Manager on a day-to-day basis, and ultimately to the Head of Bids

Responsibilities

- Assist in finding and synthesizing market intelligence, data, and information from various sources to support the development of growth opportunities.
- Support the Capture Manager in identifying key growth locations, sectors, and competitive differentiation.
- Contribute to the business planning process, including sector and market strategies.
- Assist in analysing competitor positioning.
- Support the creation of regular, accessible, and actionable strategy briefings for senior management.
- Contribute, or otherwise assist, as required.
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Thorough knowledge of and compliance with F+P procedures and standards.

Qualities and Skills Required

- Able to demonstrate ability to undertake the above responsibilities.
- Legally able to work in the country in which the position is based.
- Experience or strong interest in business development, research analysis, or strategy analysis.
- Great communication skills and a high standard of written English.
- Ability to present complex ideas and technical data in user-friendly and accessible formats.
- Able to resolve problems and work proactively.
- The ability to quickly create rapport with people in all levels of our business.
- Able to ensure that discretion is exercised when dealing with sensitive information and that appropriate confidentiality is maintained at all times.
- Able to demonstrate a flexible approach.
- The ability to manage a complex workload, prioritise under pressure, and multitask.
- Excellent organisational skills.
- Able to manage sensitive and sometimes confidential information.
- Self-motivated and able to take responsibility.
- Able to demonstrate initiative and a proactive approach to daily tasks.
- Good interpersonal skills and able to work independently and as part of an effective team.
- Flexible attitude.
- Able to build good relationships at all levels, internally and externally.
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
- Able to work as part of an effective team assisting and supporting team members.

Desirable

- Good technical knowledge of PowerPoint, Adobe InDesign, Miro, and other presentation tools.
- Fluent in English.
- Interest in architecture, arts, and design.

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the postholder.