



Framework Administrator

Reporting to: Director of Bids and Marketing
Team: Bids, Marketing and Business Development
Location: Sidcup / London / Birmingham / Remote

Framework Administrator

Job Specification

Reporting to: Director of Bids and Marketing
Team: Bids, Marketing and Business Development
Location: Sidcup, London, Birmingham, Remote

We are looking for a highly organised, commercially aware Framework Administrator to help develop management systems and processes and support the effective delivery and management of our construction frameworks. Once these systems are embedded and operating as business as usual, there may be scope to expand the role into sales and CRM support.

As the central point of co-ordination, you will work with bid, commercial and project teams to ensure framework compliance, maintain accurate documentation, and support the tender and mobilisation process from start to finish.

This varied role offers exposure to high-value public sector programmes, where strong attention to detail, stakeholder engagement and the ability to manage competing priorities will support business growth and successful project outcomes. It is well suited to a proactive, ambitious professional seeking development within a fast-paced and evolving sector.

Main Purpose of Job

Framework Management & Co-ordination

- Create, maintain and manage a central register of all active frameworks, including scope, lots, framework levies, key contacts, and expiry dates.
- Monitor framework compliance requirements, including KPIs, reporting obligations, and contractual deliverables.
- Maintain a register of call off contracts received/won from frameworks.
- Support framework mobilisation activities, including onboarding processes, documentation, and internal communications.
- Liaise with framework providers, clients, and internal teams to ensure effective engagement and delivery.
- Liaise with the Group Social Value Manager on Framework social value activity.

Compliance & Governance

- Ensure administrative adherence to framework agreements, Public Contracts Regulations, and internal governance procedures.
- Liaise with the Onboarding & Accreditations Manager to maintain records relating to modern slavery, sustainability, and other compliance requirements.
- Support audits, reporting, and performance reviews for frameworks.

Performance Monitoring & Reporting

- Track framework performance metrics and KPIs.
- Prepare regular reports for internal stakeholders on framework activity and pipeline.
- Liaise with Commercial Controllers and Finance to prepare monthly financial returns for the framework organisation.
- Identify areas for improvement and contribute to continuous improvement initiatives.

Stakeholder Engagement

- Act as a key point of contact for framework-related queries.
- Build and maintain strong relationships with internal teams, clients, and framework providers.
- Support the organisation and coordination of framework events, supplier days, and engagement activities.
- Work with the Bid Team to identify new Frameworks that may be suitable for Frankham disciplines and renewal dates.

General Administration

- Maintain accurate records and document control systems.
- Support marketing and communications relating to framework successes and case studies.
- Provide ad hoc administrative and commercial support to the wider team.

Any other ad-hoc duties to support The Director for Bids & Marketing & the BD team as required.

Key Attributes and Behaviours

- You will ideally have some experience in working within the bids/frameworks/commercial within the construction industry.
- Administration & Systems
 - Document control and data accuracy
 - Microsoft Office (Excel, Word, SharePoint)
 - CRM or procurement portals
- Stakeholder Management
 - Working with:
 - Clients
 - Suppliers
 - Internal delivery teams
- Commercial Awareness
 - Understanding value for money, KPIs, and performance tracking
 - Ability to interpret framework requirements and obligations
- You will have a proactive approach and be willing to learn.
- You will be results driven and strive for the best quality work.
- Able to work on your own initiative.
- Ability to engage and influence teams at all levels.

Skills and Experience

Essential

- Experience in an administrative, bid, or co-ordination role within construction, consultancy, or related sectors
- Strong organisational skills with the ability to manage multiple priorities and deadlines
- Excellent written and verbal communication skills
- High attention to detail and accuracy in documentation and reporting
- Proficiency in Microsoft Office (Excel, Word, Outlook) and document management systems

Desirable

- Experience working with public sector frameworks (e.g. CCS, CHIC, Pagabo, SCF, NHS SBS)
- Knowledge of procurement processes and tendering procedures
- Familiarity with CRM systems and bid management tools
- Basic understanding of construction industry practices

Qualifications

- GCSEs (or equivalent) including Maths and English
- Degree or HNC/HND in construction, business, or related field (desirable)
- Working towards or interest in professional qualifications such as CIPS (desirable)

Benefits & Initiatives

Frankham offer excellent benefits and initiatives, including:

- Hybrid working policy
- Annual leave - sell, buy & carry-over
- Health Insurance - Health Shield cash plan
- Long service award
- Incentive scheme
- Frankham Friday
- Professional qualification support
- Cycle-to-work scheme
- Death in service
- Annual season ticket loan
- Generous maternity & paternity pay

About Frankham Group

Frankham is a top 50 multi-disciplinary built environment consultancy. For over 40 years, we have delivered integrated Design, Surveying and Project Management, Infrastructure Engineering, and Risk Management solutions to the built environment. We combine technical expertise with a commitment to bringing ideas to life.

At Frankham we have a dedicated and knowledgeable team of industry experts, all with diverse abilities, striving to provide high quality solutions to all our clients. The company strives to improve the surroundings in which we all live and work. We have held an Investors in People accreditation since 2011 and currently hold gold accreditation.

Our belief is simple – use intelligent ideas to create human benefits. From environmentally sustainable buildings to individual commissions, our projects have one thing in common, they improve peoples' lives.