

# Job Profile

## Bid Manager

Department	Registration Services
Location	Solihull with some client travel as required
Reports to	Head of Solutions & Implementation
Hours	Nominally 37 hours but operationally available at all times to meet Company requirements.
Constraints (travel/ base/ working patterns etc.)	Although office based in Solihull, the role may require UK-wide travel, and from time to time may require work at other specific locations. Overnight stays away from home are possible.
Salary	Ca £40k
Contract	15 month Fixed term contract (Maternity)
Date	March 2017

### About us

We're an employer-led membership organisation that helps ensure the gas, power, waste management and water industries have the skills they need – now and in the future. Through a range of products and services, we help employers **attract** new talent, **develop** their workforces, and **assure** a high level of competence across their businesses.

### About the role

Successfully securing new business and supporting income growth is integral to our sustainability as an organisation. To ensure continuity of support for our bidding and proposal development function, we are recruiting for a maternity cover post for the role of Bid Manager.

Reporting to the Head of Solutions & Implementation, the Bid Manager will perform a hybrid role that incorporates bid process management, bid writing and cost modelling support for opportunities with values typically between £10k and £500k. The role will manage and deliver the end-to-end bid management process, ensuring timely production of high quality bids and proposals, in line with our internal governance procedures. You will write both bespoke and standardised commercial and public funding proposals.

In addition the role will be responsible for providing detailed reporting and analysis to the business with regards to opportunity pipeline performance.

### About you

With strong organisational skills, you will have demonstrable experience of leading on and writing bids and commercial proposals in a B2B environment.

## Rewards

Join our growing organisation and you'll enjoy benefits including flexible working, a generous holiday allowance, a company pension scheme, a performance bonus scheme, childcare vouchers and a Wellbeing Passport.

## Key responsibilities

Key responsibilities will include:

### **Bid Management**

- Management of the end-to-end Bid Development Process in line with bid management best practice principles, tools and techniques – driving engagement and support from contributors across the business and ensuring deliverables are achieved within agreed deadlines.
- Driving the “bid-no bid” process and rationale – ensuring as a business we focus on opportunities that are most aligned to our strategic drivers, delivery capability, and commercial requirements.
- Development, resourcing and management of Capture Plans, Bid Development Plans, ‘Win’ Strategies and governance timetables; regularly monitoring and reporting on progress and performance.
- Development and application of quality assurance principles to review, maintain and improve the quality of all bids and proposals submitted to clients and funders.
- Development of cost/ pricing models to support governance decisions on our pricing strategy and margin expectations – working with the Finance department on more complex cost/ price models as required.
- Ensuring all bids and proposals are developed in line with internal governance and approval procedures (via embedded Gate Review process) e.g. agreeing pursuit decisions, bid/ proposal sign-off and submission etc.
- Ensuring continuous improvement; developing/ driving efficiencies in the end-to-end bid management process.

### **Bid Development**

- Bid writing – writing/ editing copy and completing application forms, drawing upon bid library content and technical knowledge from staff across the business. Applying bid writing best practice, tools and techniques to support high quality submissions and ensure compliance with client requirements.
- Maintaining accurate and up to date records, documents and version control with an auditable record of contributions, approvals and Gate Review decisions made for each bid/ proposal.
- Facilitating post-bid submission activities such as price negotiations, presentation support, bid auctions and site visits (as required).
- Working with the Finance department to support the contract review, negotiation and approval process – ensuring all parties are aware of their role, client expectations and timelines.

- Development and growth of the existing knowledge bank of replicable bid library content and material for use in future bidding activity.

### **Stakeholder Management**

- Management of third party bid stakeholders and contributors – effectively managing relationships and expectations with external suppliers, associates, partners and other third parties where required.
- Ensuring effective communication across the business – engaging with, influencing, managing and updating colleagues across the business including Client Management, Finance, Operations/ Service Delivery, Marketing, the Senior Leadership Team (SLT) and Project Management colleagues.
- Working closely with project management colleagues to effectively handover from bid success and contracting to project implementation; ensuring contractual expectations (in terms of commercial and service delivery requirements) are clearly understood by all relevant stakeholders.

### **Monitoring and reporting on success**

- Management of the commercial pipeline; producing pipeline analysis reports for the SLT detailing month on month variances and longer term trends.

### **Additional Duties**

- Reviewing tender alerts and horizon scanning opportunities to support new business growth and monitor market trends – working with relevant departments across the business to assess the viability of opportunities in an effective and timely manner.
- In addition, the Bid Manager will be responsible for administering the Gate Review process for Product Development opportunities.

### **Key measures of success:**

- Meeting bid/ proposal deadlines
- Bid/ proposal conversion rate
- Achievement of minimum profit margin targets
- Timeliness and accuracy of month-end pipeline reporting
- Feedback from internal and external customers

## Job Holder Specification

	Essential	Desirable
<b>Education</b>		
Educated to degree level or equivalent OR working at a comparable level	x	
<b>Work Experience</b>		
Experience of leading on bid processes and governance for public and private sector bids/ proposals up to £500k in value, preferably in a B2B environment	x	
Experience of writing bids and commercial proposals	x	
A demonstrable track-record of delivering bids to time, quality and budget	x	
Experience of commercially reviewing tender and contract documentation	x	
Experience of working with tender/ procurement portals	x	
Understanding of the Energy & Utilities sector		x
Knowledge of the skills funding arena		x
<b>Skills</b>		
Strong organisational skills with the ability to work to tight deadlines and effectively prioritise workload	x	
Strong interpersonal ability; comfortable working and influencing across all levels in an organisation	x	
Commercially astute; able to develop cost/ price models and pricing propositions	x	
Attention to detail, strong implementer and finisher of tasks with the attitude to go the extra mile	x	
Highly proficient user of Microsoft Excel, Word and PowerPoint	x	
A natural communicator with excellent written and oral presentation skills	x	
Able to work well independently and as part of a wider team; demonstrate a positive attitude to inspire and motivate others	x	
High standard of reporting skills	x	
Proficient in use of Customer Relationship Management (CRM) systems		x