



Job Description

Job title:	Bid Manager
Department:	Marketing and Communications
Reports to:	Head of Bids and Tenders
Location:	Home based, some travel required.
Job summary:	<p>The Bid Manager will be allocated multiple tender opportunities and be responsible for assembling a bid team with the relevant service / product / business knowledge required to prepare a winning bid, whilst taking ownership of the end-to-end bid process. The Bid Manager is typically responsible for managing an opportunity from qualification through to contract award and white team/summary meeting.</p> <p>In addition to this, all supporting information will be expected to be written and maintained continuously.</p>
Person specification	<p>Essential:</p> <ul style="list-style-type: none"> • Demonstrable tender experience • Experience of framework organisations and agreements • Experience of online website portals • Proven bid team involvement • Ability to demonstrate effective bid writing skills • Experience of executive summaries • Excellent communicator, internally and externally • Works well under pressure and meets agreed deadlines • A high attention to detail • Ability to prioritise workload • Highly motivated and able to self-motivate within a team • Proficiency in Microsoft Word, Microsoft Power Point and Excel <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of the NHS
Profile:	<p>Proven capability in delivering winning, multi-million pound product or complex services opportunities. Your eye for detail and strong project management and planning skills will be essential. Additionally, you will be keen to build upon your commercial awareness and sector knowledge. Any experience of working within the NHS sector will be advantageous and experience in other public-sector organisations.</p> <p>The ideal Bid Manager should be highly motivated, innovative, customer focused and have a 'can do' attitude. They should be an experienced manager, able to motivate and inspire others; able to obtain a high level of work from the team to ensure all deadlines are met efficiently and that the bid is of the highest quality possible.</p> <p>Excellent communication skills are a must, both verbal and written – the importance of being able to converse and liaise with all bid contributors is key and being able to 'speak their language' is vital to get the most from everyone, ensuring the bid is as good as it possibly can be.</p>

<p>Principal Tasks and Activities:</p>	<p>The Bid Manager will be expected to undertake the following (subject to change):</p> <ul style="list-style-type: none"> • Owning the end-to-end delivery of the bid response • Completing EOIs, PQQs, ITTs and Competitive Dialogue procedures, gaining input from cross-functional teams, • Ensuring Bid Governance processes are followed • Maintaining up to date and accurate records of all opportunities and bids through various avenues • Creating key win themes across all our services and divisions working closely with other key personnel • Writing and maintaining technical examples and other demonstrable evidence used for tenders working closely with other key personnel • Maintaining and supporting the creation of additional Company Values and Statements to support the tenders • Daily/weekly checking and updating of all website tender portals • Daily/weekly checking of all tender alerts, TED, procurement/collaborative organisations' websites • Identifying/reporting all opportunities to the Head of Bids and Tenders • Managing bid tracker and updating on all activities • Coordinating tender information, deadlines and responses • Managing projects to deadlines • Organising internal and external meetings regarding tenders and framework opportunities <p><i>Further duties and responsibilities will develop during the role</i></p>
<p>Miscellaneous:</p>	<p>In addition the postholder will be expected to:</p> <ul style="list-style-type: none"> • Undertake training and development deemed necessary for the pursuance of the post. • Ensure that Health & Safety is observed in the course of employment. • Comply with the contract of employment and company policies and procedures. • Comply with any reasonable requests which may be communicated by the company from time to time. <p>This job description does not attempt to define, in detail, all duties and responsibilities and may be subject to periodic review and alteration by the company.</p> <p>The Information Security Management System applies to the Liaison Information System and relevant assets incorporating recovery and compliance services to the public sector.</p>

