

Bid Manager

Job Description

Job Title	Bid Manager
Department	Business Development
Location	Bristol Office
Pay Scale	£40,000-£45,000
Contract	Permanent
Hours	37.5 hours per week

Job Summary

The post holder will be responsible for leading and developing appropriate procedures, processes, systems, and documentation to support the WD Trust group wide bid and proposal management process. The post holder will be required to have technical writing input into bids and proposals and therefore will need to develop and maintain an excellent understanding of the products and services of the WD Trust group.

The post-holder will ensure the WD Trust has an active scanning and response service to ensure that emerging business opportunities are highlighted promptly and in a co-ordinated manner across the wider organisation. This may require producing summaries and attending briefings on behalf of the organisation, sometimes at short notice. The post holder will continuously monitor and identify major tender opportunities providing information to support decision making by senior managers. The post-holder will work flexibly between key functions of the business, providing information and analyses where appropriate.

The post holder will have strong relationship management and commercial skills with proven capability in coordinating and quality assuring the development of winning bids and proposals.

Key Responsibilities

The post holder will:

- Develop policies, procedures, processes, documentation and systems to support the bid management process as a key component of business development
- Work with the designated bid lead to manage the preparation and submission of all major bids, tenders and proposals in compliance with client requirements and WDT policies and procedures
- Undertake editing and proof reading of tender submissions, maintaining the quality of submissions from WDT.
- Attend and report on client briefings and feedback sessions as deemed appropriate.
- Set up portal processes
- Monitor portals for tender opportunities in a timely manner.

- Lead the development, maintenance and evaluation of a library of standard bid content including CVs, policy documents, case studies, references template answers, photographs etc.
- Respond to requests for Pre-qualification Questionnaires (PQQs), CVs, template answers, policy documents, case studies, references etc.
- Work with the Marketing Manager and others as required to agree the format/templates for presentation of bids and proposals ensuring alignment to branding guidelines and a professional presentation of the organisation.
- Develop and maintain central management information systems
- Ensure the effectiveness of the Prospects Database as a mechanism for capturing and analysing business development opportunities and performance
- Ensure that the status of all major bids and tenders for business opportunities is captured and reconciled with the Prospect Database
- Store submitted bids, tenders, contracts and delivery documentation ensuring effective version control and accessibility to the Business Development and Consultancy team.
- Work closely with the Corporate and Finance teams to ensure the effective collation and exchange of information needed to support performance management and reporting internally and to external agencies as appropriate
- Liaise and Support the Senior Marketing Manager and Business Support in the delivery of the Marketing and Business Support operational plan including;
 - Participate in the recruitment and selection process of contractors, complying with WD Trust recruitment and selection procedures
 - Produce tender summaries, making presentations to groups of people and attending briefings on behalf of the organisation, sometimes at short notice.
 - Prepare and review the commercial aspects of bids, ensuring all services are included
 - Contributing to the written proposal drafting - both in terms of content and presentation (such as preparation of a management summary)
 - Arrange all post bid reviews with customers, post contract award

Person Specification

Criteria	Essential	Desirable
Education and Qualifications		
Qualified to Degree level or with demonstrable equivalent experience gained in a similar role	X	
Membership of a relevant professional body		X
Knowledge and Experience		
Knowledge and experience of using Salesforce		X
Experience of coordinating the contributions of different participants in competitive tender processes, ensuring that timelines are met, and deadlines achieved	X	

Experience of drafting and editing documents for different audiences	X	
Experience of proof-reading complex documentation	X	
Strong experience of providing quality assurance support to the preparation of bids and proposals	X	
Skills and Abilities		
Advanced level MS Office skills	X	
Expertise in the use of templates, macros, and styles	X	
Strong technical writing skills	X	
Ability to build and maintain strong professional relationships with multiple stakeholders	X	
Skilled at providing constructive feedback and advice to authors to improve the quality of bids and proposals	X	
High levels of attention to detail and accuracy	X	
Self-motivating with the ability to work autonomously and as part of a team	X	
Able to work under tight time pressure and timescales	X	
High standard of written and spoken English	X	
High level of attention to detail	X	
Other		
Ability to undertake travel across the UK when required	X	

Job Description Completion

Name	Adam Causon
Job Title	Executive Director – Finance and Corporate Services
Date	January 2020

All job descriptions are subject to review. All post holders are expected to be flexible and prepared to carry out any similar or related duties that do not fall within the work outlined. The line manager, in consultation with the post holder will undertake any review.



Safeguarding

The Workforce Development Trust Ltd are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to share this commitment.

Equal Opportunities

The Workforce Development Trust Ltd are committed to eliminating unlawful discrimination and promoting equality of opportunity. Every employee has a personal responsibility to:

- Ensure their behavior is not discriminatory
- Does not cause offence
- To challenge the inappropriate behaviours of others
- Adhere to the Equal Opportunities policy

Health and Safety

Under the provisions contained in the Health and Safety at Work Act (1974), it is the duty of every employer to:

- Take reasonable care of themselves and for others at work
- To co-operate with The Workforce Development Trust Ltd as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided, including personal protective equipment for Health and Safety or welfare at work

The Workforce Development Trust Ltd will take all reasonable practical steps to ensure your health, safety and welfare whilst at work. If employed, you must familiarise yourself with the Health and Safety policy and Fire Safety rules. It will be your legal duty to take care of your own health as well as that of your colleagues.

Confidentiality

Within this role there will be a need to use or be party to confidential information. The employee may not disclose any information of a confidential nature relating to The Workforce Development Trust Ltd or in respect of which The Workforce Development Trust Ltd has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or required by law.

The unauthorised use or disclosure of personal information no matter whether in verbal, written, or electronic format, or through negligence, is regarded as misconduct.

Employees are expected to act with integrity both inside and outside the work place.

Data Protection

If you apply for a position with the Workforce Development Trust, we will use the information you provide to assist in the recruitment and selection process. Under GDPR, the general information that you supply about yourself is known as your personal data and information about any criminal convictions, ethnic origin and health, amongst other things, is referred to as 'sensitive personal data'.

The Workforce Development Trust takes the security of your data seriously, and will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Workforce Development Trust will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, where necessary, the Disclosure and Barring Service to obtain necessary criminal records checks. The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Workforce Development Trust to manage the recruitment process, assess and



confirm a candidate's suitability for employment and decide to whom to offer a job. The Workforce Development Trust may also need to process data from job applicants to respond to and defend against legal claims.

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is deemed necessary. We will hold details of all applicants until the post applied for is filled. After which, if the candidate is unsuccessful, all documents held will be confidentially disposed of, both electronically and physically. Data will not be held for any longer 3 months of receiving an application. At the end of that period, your data will be deleted or destroyed. If you wish for your data to be destroyed before this period, you may contact the HR department and request for your data to be deleted. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Other Employment

You may not without prior permission in writing of The Workforce Development Trust Ltd, be employed or otherwise engaged in any other business, trade or profession, either directly or indirectly in any capacity whatsoever.