

# My Role: Bids & Tenders Manager



## WHAT I AM ACCOUNTABLE FOR:

- May deputise for the National Bids & Tenders Head in their absence
- Leadership and development of a Bids & Tenders Team and Programme
- Coaching team members in persuasive writing and best practices
- Ensuring team member's professional development using personal development plans
- Leading solution creation for allocated bids, tenders and grant applications
- Crafting and writing compelling written statements and visuals for submission
- Leading allocated retender bid and tender projects
- Informing and inputting to financial models for bids and tenders
- Management of bids and tenders resourcing and productivity
- Ensuring optimal deployment of resources to meet business priorities
- Application of Business Development governance and compliance activities
- Stage management of all activities through the governance pathway
- Unblocking barriers to submission wherever possible
- Designing and delivering presentations or participating in interviews
- Ensuring effective handover of successful projects to delivery team
- Conducting a learning process from successful and unsuccessful bids and tenders
- Inputting to a Content Management System for proposal content
- Ensuring optimum use of Artificial Intelligence support and assisting in its application
- Gathering learning to identify opportunities, trends and risks, continuous improvement
- Attending and participating in market events
- Supporting the building of new client relationships and market entry plans
- Relationship management support for allocated clients
- Participation in contract meetings and assistance with contract negotiation
- Pre-signing stage contract analysis and clarifications
- Bids and tender support to individual referral growth activities
- Project relationships with property investors and delivery partners
- Internal business partnering to ensure visibility and preparedness for growth activities
- Taking subject area leads and acting as a thought leader and partner in this space

## HOW I OPERATE:

### Values Led Leadership

- Provide inspirational leadership to the team and to other colleagues
- Be ambitious for our growth potential and for the people we support
- Live and articulate our values and bring 'inspired by possibility' to life
- Role model standards for inclusivity, respect, quality and transparency
- Act as a thought leader using evidence-based insight to drive strategic direction
- Protect the business from harm and apply risk reduction strategies
- Optimise financial returns using contract, housing, grant and alternative funding
- Drive creativity and innovation by challenging, offering, soliciting and valuing new thinking
- Continue to learn and bring learning into the organisation
- Be influential, constructive, collaborative and decisive in internal and external activities
- Provide peerless external relationship management and conflict resolution
- Champion the rights of people we support and mould services in their image
- Support the drive for coproduction across growth activities and service models
- Deadline and target driven without compromising on quality and viability

## WHAT I NEED:

### Skills \ Knowledge

- Degree level qualification
- Experience of business development gained in at least one the markets in which we work
- AND/OR lived or operational experience in one of the markets in which we work
- Experience of line managing a team doing technical / expert work
- A working understanding of procurement and contract laws
- A working understanding of housing, models, funding and acquisition funding
- Experience of sales and bid team leadership, including setting and achieving targets
- Extensive applied knowledge of B2B client relationship development and management
- Experience of financial modelling for growth and retention purposes