Job Title: Bid Manager

Reports to: Business Development Manager

Purpose of Job: The Bid Manager will work with the Bid, User Experience, Graphic Design, Innovation and Development teams to contribute to winning proposals.

**Skills:**

* Proven ability to analyse/develop/maintain web, intranet and extranet sites to company specifications at any point in a project lifecycle
* Enthusiastic with strong persuasive writing skills, confident in articulating complex solutions, ideas and concepts for a non-technical audience
* Excellent interpersonal skills, with the ability to disseminate information to a range of audiences; both written and verbally. Being able to communicate technical information to business personnel and vice-versa is desirable
* The ability to work under pressure on multiple projects within sometimes challenging timeframes
* Outstanding attention to detail
* A good understanding of information technology
* Able to work autonomously but competent to revert for direction where required

**Responsibilities:**

The responsibilities will include:

* Contributing to the submission of quality bids through:
  + - * Articulating the proposed solution
      * Creating responses to specific customer questions
      * Response review and proof reading
      * Reviewing, updating and improving boilerplate content
      * Creating/updating project plans
      * Compiling pricing
* Adhering to corporate bid processes
* Monitoring Tender portals for relevant opportunities
* Managing tender submissions through all the major procurement portals
* Actively contributing to Bid continuous improvement processes
* Contributing to the bid library
* Supporting the ISO audit process

**Person:**

* Business Analysis and/or relevant technical knowledge is desirable
* Experience of working within complex IT project environments
* Good knowledge of the MS Office Suite, specifically Word, Excel and PowerPoint
* Proven ability to integrate well into a team and build relationships with stakeholders
* Proven analytical mindset with an ability to develop solutions to technical problems
* Working knowledge of industry standards in project management and development methodologies including PRINCE2, PMP, Lean, Kanban, Agile & Waterfall

**Desirable:**

* A degree in a Business, Marketing or IT subject or equivalent experience
* Commercially aware with an understanding of tender processes
* ISO audit and standards awareness
* Digital Agency experience, or experience within a web development based role
* Service Management & ITIL awareness