

## Senior Proposals Manager

<b>Generic title</b>	Manager Level 1
<b>General Description</b>	Provide function leadership, Management and direction to Proposals Function and support to Bid Manager to deliver high quality tender proposals, PQQ documents and other External Documentation.

## Competencies

<b>Achieving Results</b>	Capacity to work well within a team. To aspire to improve and sell our competency and services within clear guidelines and produce required results within own role
<b>Analytical thinking and decision making</b>	Assessment of Contract documents data within company guidelines, policies and procedures
<b>Communication</b>	Able to communicate at all levels, Is a very good coordinator and communicator within a team, shows desire and commitment to present information in a professional way and continually improve.
<b>Dealing with change</b>	Will consider different approaches Capacity to accept change and improvement
<b>Teamwork</b>	Co-operate and lead team members to meet stretching deadlines
<b>Leadership</b>	Accepting authority and the need for leadership
<b>Managing resources</b>	Recognises the need for resourcing levels to complete tasks to deadlines. Appreciates the time, cost and quality of implications of their job role
<b>Negotiation</b>	Open to persuasion
<b>People Development</b>	Willingness to be developed and accept new skills

## Role definition

<b>Summary of role</b>	<p>To provide leadership and support to large proposals and bid teams on high value public, regulated or private PQQ's and tenders.</p> <p>They will champion and implement best practice and ensure the consistent production of high quality customer focused proposals in a logical and structured way.</p> <p>Manage the Proposal programme.</p> <p>Develop and mentor their staff</p>
<b>Responsibilities and accountabilities</b>	<p>Fully understand government procurement strategies and procurement models and assessment criteria and the use of KPI data in public PQQ process</p> <p>Develop Proposal Strategy with Business Function Heads</p> <p>Manages all proposals roles with the Proposals Function.</p> <p>Engages in business steering groups to ensure Business Initiatives, are incorporated into Proposal Documentation</p> <p>Develops strategy for the management, collection and suitable storage of best practice, knowledge, innovation and performance data – ensuring ease of retrieval</p>

	<p>Develops strategy for document and answer planning , presentation and submission for high value bids</p> <p>Works across the Business to develop and implement procedures and guidance to ensure consistency of proposals across all sectors.</p> <p>To engage with clients , understanding their high level agenda , corporate objectives and procurement strategies</p> <p>Provides mentoring and Support to Proposals Manager and Technical Authors</p> <p>Provides support to Bid Management in leading and coordinating bid proposals</p> <p>Ensure that industry recognised proposals best practice is followed throughout the bid process.</p> <p>Participate and contribute to the development and incorporation of bid win themes, structure and logic flow. .</p> <p>Participate and oversee a storyboard process at for the major bids. .</p> <p>Incorporate the use of document planning software to aid authors and control content of bids</p> <p>Take responsibility for establishing best practise / lessons learned through Knowledge Bank and the Proposals Library</p> <p>Develop a supply chain and supply chain relations for bid writing, animation, printing and presentation and graphic services.</p> <p>Accountable for specific areas of responsibility and deliverables and manages the associated risks</p> <p>Delivers activities to support operational objectives for their specific contract, project or specialism</p> <p>Inputs to planning activities with horizons of typically 6 months to one year</p> <p>Operates within agreed operational and/or management guidelines including Proposals Guidance Documentation</p> <p>Supports delivery of Health and Safety policy and standards</p> <p>Manages the activities of others to meet deadlines and quality standards taking account of impact outside area of responsibility</p> <p>Typically manages cost centre budget (first line budgetary accountability)</p> <p>Identifies ways to reduce cost and improve service</p> <p>Optimises performance by reviewing tender feedback</p>
<b>Qualifications, training and technical knowledge</b>	<p>Track record in winning complex construction/ infrastructure/ or service contracts within a variety of sectors, e.g. civil engineering, nuclear, rail, airports, building and education, FM services in excess of £50m</p> <p>Professionally Qualified in appropriate profession or Practitioner / Professional level APMP</p>

	<p>Wide knowledge and experience of Project Management and an understanding of contract conditions</p> <p>Previous management experience in industry</p> <p>Demonstrable experience in all aspects of Bid and Proposal Management on a variety of sector Projects in excess of £50m</p> <p>Good understanding of business functions and function development / improvement (IMS , Sustainability , Inclusion , Lean Etc)</p> <p>Keeps up to date with new government agenda and client needs and expectations.</p>
<b>Attributes and skills</b>	<p>Planning &amp; Organising</p> <p>Achieving and Doing</p> <p>Building Relationships</p> <p>Delivery through People</p> <p>Business Awareness</p> <p>Customer Focus</p> <p>Contributing to Continuous Improvement</p> <p>Dealing with Change</p>