## Proposals Manager

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| **Generic title** | Manager Level 2 |
| **General Description** | Provide function support and management to the Precontract Manager and Bid Manager to deliver high quality tender proposals, PQQ documents and other External Documentation. |

## Competencies

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| **Achieving Results** | 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 |
| **Analytical thinking and decision making** | Assessment of Contract documents data within company guidelines, policies and procedures |
| **Communication** | 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. |
| **Dealing with change** | Will consider different approaches  Capacity to accept change and improvement |
| **Teamwork** | Co-operate and lead team members to meet stretching deadlines |
| **Leadership** | Accepting authority and the need for leadership |
| **Managing resources** | Recognises the need for resourcing levels to complete tasks to deadlines. Appreciates the time, cost and quality of implications of their job role |
| **Negotiation** | Open to persuasion |
| **People Development** | Willingness to be developed and accept new skills |

## Role definition

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| **Summary of role** | To provide leadership to proposals office focused on individual sectors or clients  To influence and lead on significant PQQ and tender opportunities  They will champion and implement best practice and ensure the consistent production of high quality customer focused proposals  Develop and mentor their staff |
| **Responsibilities and accountabilities** | Provides support to Bid Management in leading and coordinating bid submissions  Provides support to Proposals Coordinators and Authors (incl technical bid writing support) in order to produce high quality submission documents  Ensure that industry recognised proposals best practice is followed throughout the bid process  Participate and contribute to the development and incorporation of bid win themes within proposals. Ensure clear structure and consistency across sections  Participate and oversee a storyboard process at proposal, section and/or question levels.  Demonstrates use of document planning software to aid authors and control content of bids  Support and share best practise / lessons learned through Morgan Sindall Knowledge Bank and the Proposals Library  Inputs to planning activities with horizons of typically 12 months  Operates within agreed operational and/or management guidelines  Interacts with client or users around specific work efforts and deliverables  Supports delivery of Health and Safety policy and standards  Manages the activities of others to meet deadlines and quality standards taking account of impact outside area of responsibility  Identifies ways to reduce cost and improve service  Manages variable costs (e.g. overtime and agency costs)  Typically first line manager with overall people responsibility |
| **Qualifications, training and technical knowledge** | Qualified in appropriate discipline (APMP or technical qualifications – Degree or similar)  Minimum 3 Years Bid Management / business development / support experience  Has excellent awareness of the Proposals Library and Internet Knowledge Banks.  Intermediary IT skills in Microsoft Office Suite particularly Word and PowerPoint. Preferably Creative suite. Awareness and understanding of other supporting software  Able to develop comprehensive answer and document plans, including requirements for supporting information, using appropriate tools and software, such as Mind Genius etc  Able to effectively manage available resources to ensure that all bids are delivered to the required standards.  Able to engage with wider areas of the business (e.g. marketing, operations etc, procurement, safety and sustainability) in order to acquire information & resources which will strengthen the quality of bids  Able to analyseBid Documents and identify Critical Success Factors, Win Themes and Differentiators leading to clear messaging which aligns with the scoring criteria.  Demonstratesgood persuasive Writing Skills which are prescriptive and well substantiated with evidence, performance data, graphics etc.  Ability to create Executive summaries that are aligned to strategic aims and operational approaches.  Ability to draw best practice from all available sources and identify new good practice and feedback into Proposals Library / Knowledge Bank and Bid teams |
| **Attributes and skills** | Planning and organising  Achieving and Doing  Building Relationships  Delivery through People  Business Awareness  Customer Focus  Contributing to Continuous Improvement  Dealing with Change |