

## Proposals Manager

<b>Generic title</b>	Manager Level 2
<b>General Description</b>	Provide function support and management 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 to small proposals office focused on individual sectors or clients.</p> <p>To influence and lead on significant PQQ and tender opportunities</p> <p>They will champion and implement best practice and ensure the consistent production of high quality customer focused proposals.</p> <p>Develop and mentor their staff</p>
<b>Responsibilities and accountabilities</b>	<p>Provides support to Bid Management in leading and coordinating bid submissions</p> <p>Provides support to Proposals Coordinators and Authors (incl technical bid writing support) in order to produce high quality submission documents</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 within proposals. Ensure clear structure and consistency across sections</p> <p>Participate and oversee a storyboard process at proposal, section and/or question levels.</p>

	<p>Demonstrates use of document planning software to aid authors and control content of bids</p> <p>Support and share best practise / lessons learned through MorganSindall Knowledge Bank and the Proposals Library</p> <p>Inputs to planning activities with horizons of typically 12 months</p> <p>Operates within agreed operational and/or management guidelines including IMS Proposals GN, s</p> <p>Interacts with client or users around specific work efforts and deliverables</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>Identifies ways to reduce cost and improve service</p> <p>Manages variable costs (e.g. overtime and agency costs) Typically first line manager with overall people responsibility</p>
<b>Qualifications, training and technical knowledge</b>	<p>Qualified in appropriate discipline (APMP or technical qualifications – Degree or similar)</p> <p>Experience of Bid Management / business development / Support</p> <p>Has excellent awareness of the Proposals Library and Internet Knowledge Banks.</p> <p>Intermediary IT skills in Microsoft Office Suite particularly Word and PowerPoint. Preferably Creative suite. Awareness and understanding of other supporting software including mind genius or similar</p> <p>Able to develop comprehensive answer and document plans, including requirements for supporting information, using appropriate tools and software, such as Mind Genius etc.</p> <p>Able to effectively manage available resources to ensure that all bids are delivered to the required standards.</p> <p>Able to engage with wider areas of the business (e.g. marketing, operations etc, procurement, safety and sustainability) in order to acquire information &amp; resources which will strengthen the quality of bids</p> <p>Able to analyse Bid Documents and identify Critical Success Factors, Win Themes and Differentiators leading to clear messaging which aligns with the scoring criteria.</p> <p>Demonstrates good persuasive Writing Skills which are prescriptive and well substantiated with evidence, performance data, graphics etc.</p> <p>Ability to create Executive summaries that are aligned to strategic aims and operational approaches.</p> <p>Ability to draw best practice from all available sources and identify new good</p>

	practice and feedback into Proposals Library / Knowledge Bank and Bid teams
<b>Attributes and skills</b>	Planning & Organising Achieving and Doing Building Relationships Delivery through People Business Awareness Customer Focus Contributing to Continuous Improvement Dealing with Change