

Proposals Manager

Generic title	Work Winning
General Description	Provide function support to Bid Manager to deliver high quality tender proposals, PQQ documents and other External Documentation.

Competencies

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

Summary of role	To work as part of the Pre Contract and Business Development Team, as proposals lead to create high quality submission documents that help the business to win work.
Responsibilities and accountabilities	<p>Understand the drivers within each sector and for various clients</p> <p>Produce winning bid documents with style structure and persuasion</p> <p>Support BD in scheme Research, pipeline and events management.</p> <p>Develop and support Proposal Coordinator Skills development</p> <p>Hold Brainstorming and Proposal Workshops</p> <p>Align and develop themes and a coherent winning bid strategy</p> <p>Share ideas to raise the standard of submissions</p> <p>Engage with the wider bid/project team to ensure all ideas are captured and developed</p> <p>Desktop research</p> <p>Liaise with tender and project team and prepare CVs</p> <p>Liaise with team to identify and develop key themes</p> <p>Attend launch meeting and agree deliverables and deadlines</p> <p>Attend site visit</p> <p>Design and order folders and tender deliverables</p> <p>Arrange and facilitate workshops with bid team</p> <p>Draft executive summary distribute key win themes and ideas to the team</p> <p>Review answers from the team; check for consistency etc</p> <p>Keep the team on track with the "end" deadline so the document can be reviewed by a third party</p> <p>Make amendments as necessary and then print, bind or upload the document</p> <p>Post tender/mid tender – help the team to prepare for any interviews and pull a presentation together</p> <p>Agree and incorporate feedback</p>

Qualifications, training and technical knowledge	Qualified to degree level or beyond Previous experience of developing proposals, preferably within the construction industry
Attributes and skills	Ability to understand procedures and policies of the organisation Ability to deal effectively with colleagues Ability to work well either alone or as part of a team Good writing, analytical and problem solving skills Ability to follow oral and written instructions Know when to ask for help and guidance Microsoft Office and Creative suite competent. Ability to manage and coordinate with third parties, including authors, and animators.