

<p>Job Title Bid Manager</p> <p>Reports To New Business Director</p> <p>Rewards</p> <ul style="list-style-type: none"> • £Competitive, Car Allowance/Company Car • 26 days' holiday pa • Pension scheme, private health insurance <p>Dimensions</p> <ul style="list-style-type: none"> • Total staff: 1 • Direct reports: 1 <p>Qualifications, Accreditations, Memberships</p> <p>Essential: None</p> <p>Desirable: Degree in a marketing, communication, PR, media field. CIM Accreditation</p>	
<p>Skills, Knowledge, Experience (Expectations)</p> <ul style="list-style-type: none"> • Previous experience in a similar role • Efficient implementation of a bid process • Understanding & use of OJEU process • Expert in using Adobe Creative Suite • Understanding competitor marketing strategies • Using & implementing an established brand • Strategic & conceptual thinker • Ability to organise, plan, multi-task & meet deadlines • Developing, leading & managing individuals & teams • Attention to detail, accuracy • Problem solving & implementing solutions • Clear succinct written & verbal communications at all levels (internal & external) • Basic Microsoft Office skills • Sound commercial judgement & decision making • Influencing & negotiating skills • Delegation skills • Ability to network & build relationships (internal & external) • Ability to assess the impact of legislation & actively promote compliance • Workshop & facilitation skills • Proven ability to write & review copy 	<p>Deliverables</p> <ul style="list-style-type: none"> • Relevant & accessible bid resources • Consistent marketing messages & brand • High quality bids • Timely issue of accurate information & reports • Client satisfaction (internal & external) • Be an ambassador, set standards in behaviours • Right people, right skills - develop a competent team to enable succession • Contribution to 5 year strategic plan • Learn, apply, share expertise • Accurate statistic, reports & success rates

Performance Measures <ul style="list-style-type: none"> • 100% personal development plans • 100% performance reviews • 100% accuracy of departmental reporting • 100% positive client feedback (internal & external) • 80% bid success rate • 100% PQO success rate • Increase in competition shortlisting • Prioritising & meeting New business team objectives • Meeting deadlines (internal & external) • Commitment to learning & development • Meet or exceed budgetary expectations • Attendance at meetings as requested by the business • Full adherence to company policies & guidelines • Following protocols to ensure safety of self & others 	Behaviours / Attitudes <ul style="list-style-type: none"> • Composed • Confident • Approachable • Client focussed • Listening / learning / coaching • Constructively challenge / giving feedback • Encouraging achievement • Be empathetic (high EQ) • Role model for practice values & policies • Open & transparent • Flexible • Resilient • Reliable • Consistent • Punctual • Drive for success • Drive for continuous improvement • Self-starter • Tenacious • Respectful • Integrity • Empowerment • Solution focussed • Confidentiality • Enthusiasm for design & architecture
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