

Proposals Manager

Generic title	Manager Level 2
General Description	Provide function support and management 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	<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>
Responsibilities and accountabilities	<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>
<p>Qualifications, training and technical knowledge</p>	<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 & 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
Attributes and skills	Planning & Organising Achieving and Doing Building Relationships Delivery through People Business Awareness Customer Focus Contributing to Continuous Improvement Dealing with Change