

**P22 Core team Bid Manager**

<b>Generic title</b>	Senior Manager - 2
<b>General Description</b>	In operations they will manage multidisciplinary Pre- construction projects or frameworks and their associated activities from conception through to award. Deliver work that meets project requirements, customer satisfaction and in accordance with Morgan Sindall standards.

**Competencies**

<b>Achieving Results</b>	Sets clear and appropriate goals that consider the bigger picture Drives well to achieve consistent results Deliver a quality performance consistently
<b>Analytical thinking and decision making</b>	Rational and systematic analysis of situation to enable decisions on more varied issues Questioning the evidence to evaluate issues
<b>Communication</b>	Ability to choose most appropriate style of communication Able to listen actively by which we mean hearing and interpreting what is said Demonstrating sound questioning techniques
<b>Dealing with change</b>	See potential of new ideas and situations Takes a pragmatic approach to change Considers impact of change on others as well as self Ability to explain the effects to colleagues
<b>Teamwork</b>	Develop inter-team collaboration inside and outside company Understand the role of a team and how it delivers the objectives Can adapt to different types of teams in most situations Takes a cohesive and encouraging approach to team working
<b>Leadership</b>	Ability to take control of situations with one's sphere of influence Assume responsibility - organising and guiding where necessary
<b>Managing resources</b>	Assist others to implement effective planning, problem-solving and decision making Understand the resource implications on the business plan
<b>Negotiation</b>	Understand the other's point of view Make an objective and structured case with pros and cons Understand the need to give and take Understand and defend a position
<b>People Development</b>	Understand strengths and weaknesses of team members and work with them to good effect Understand ambition and manager expectations Use of a wide range of development tools

**Role definition**

<b>Summary of role</b>	To work as part of the P22 Core Pre Contract and Business Development Team, to create high quality submission documents that help the business to win work. Responsible for submitting completed bids to existing or prospective customers, on time and within budget ensuring that all questions have been answered as fully as possible, and that Morgan Sindall is positioned with the best possible chance of success. Prepared to travel to various Morgan Sindall office locations throughout England for short periods to develop bids .
<b>Responsibilities and accountabilities</b>	Plan and manage all aspects of the bid submission , providing subject matter expertise where required

	<p>Ensure effective and inspirational bid management and leadership is provided on all tenders, and personally manage tender opportunities</p> <p>Understand and interact with the overall Morgan Sindall business, to allow projection of benefits to customers through our proposals</p> <p>Establish winning strategies and writing plans for quality led bids and participates in red reviews of prequalification documents and tenders</p> <p>Attend Brainstorming and Proposal Workshops</p> <p>Help to 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>Give support and assistance to other bid team members as required, to ensure bid management provides an effective and value adding function throughout the business</p> <p>Coordinate the production of bids and proposals and gain all relevant authorisations</p> <p>Identify the skills and capabilities required to submit the bid , from in-house or from third parties</p> <p>Design and order folders and tender deliverables</p> <p>Arrange and facilitate workshops with bid team</p> <p>Develop and manage bid/proposal plans, outlines and schedules</p> <p>Guide technical bid team writers in preparing the technical and cost components of the proposal, including understanding of the task, plan, past performance and personnel</p> <p>Train staff, outside of bid team, in the bid management process to increase the ability of the organisation to produce bids</p> <p>Review proposal, draft and final versions for responsiveness, thoroughness, accuracy, staffing, quality and effective design and layout</p> <p>Create corporate concepts and boilerplate content for use in future proposals</p> <p>Ensure Morgan Sindall work winning processes are effectively and consistently implemented and recommend improvements where appropriate</p> <p>Produce and assess tender documentation to Morgan Sindall standards</p> <p>Develop individual tender strategy and continuously monitor</p> <p>Apply Morgan Sindall health and safety standards and procedures</p> <p>Influence and support team members to innovate and achieve optimum solutions</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>
<b>Qualifications, training and technical knowledge</b>	Educated to degree level or equivalent in relevant field
<b>Attributes and skills</b>	<p>Previous senior level involvement in work winning</p> <p>Experience managing significant bids and other submissions to win profitable work</p> <p>Ability to contribute effectively and collaboratively within a small team environment with a flat management structure</p> <p>Personal success in winning quality led bids, demonstrating an innovative and creative approach</p> <p>Worked within a large organisation, leveraging results from staff outside of their own team</p> <p>Hands on participation in tender submissions</p>

	<p>Highly literate - able to write( non-technical) and review winning tender submissions</p> <p>Experience of managing design process in tender environment</p> <p>Experience with working in alliances or other collaborative working</p> <p>Ability to use judgement and make decisions in ambiguous situations</p> <p>Self-driven, results-oriented with a positive outlook</p> <p>Demonstrate leadership, negotiating and influencing skills exercised at the highest level in professional organisations</p> <p>Excellent negotiation and diplomacy skills and the ability to convince senior colleagues of the need to develop solutions to the benefit of the business</p> <p>Ability to develop friendly and professional customer focused relations with others</p> <p>Good management skills, with the ability to motivate employees to achieve</p>
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