

Job Description

Name: TBA	Date: April 2014
Job title: Bid Manager	Location: Leeds/Minworth or Egham Office (depending on successful candidate's current geographical location)
Reporting to: Clinical Services Director	Line reports: None
<p>Job Purpose/Scope:</p> <p>The position aligns the Clinical Services Division (CSD) strategy with procuring contract acquisition within the UK market with the corporate goals for the Patient Care & Business Service Segmentation for Ottobock Group.</p>	
<p>Key Duties & Objectives:</p> <p>The Bid Manager will 'own' the bid process, from preparing pre-qualifying (PQQ) responses through to full tender bid submissions and then handing over new wins to the contract implementation team</p> <p>To play a lead role within the Clinical Services Bid Team with duties including but not limited to: -</p> <p>To work with the Clinical Services Division tendering for large multi-service contracts for multi-million pound bids.</p> <p>To prepare specifications, response documents and financial schedules for tenders in accordance with the Trust procedures and EU Legislation.</p> <p>To lead a broad group of specialist colleagues to deliver accurate and timely tender responses.</p> <p>To work with the Clinical Services Bid Team to ensure that strategic elements of the bid are taken into account, to maximise the chance of winning the bid</p> <p>To have a hands on approach to reviewing, editing and tailoring PQQ responses working closely with the PA to the clinical services Director in completing these documents</p> <p>To be able to prepare and deliver bid discussions and recommendations</p> <p>To be able to lead the tender bid project planning and execution</p> <p>To be able to manage internal resources to ensure completion of bid documents to ensure successful contract wins</p> <p>To be able to manage the completion of financial responses to bids, working closely with the Finance department and the SMT</p> <p>To be able to mitigate risk, through attention to detail, legal and financial review and engagement with specialist colleagues and stakeholders</p> <p>To be able to lead the writing, editing and production of bids</p> <p>To be able to conduct face to face meetings with potential clients to establish needs and requirements, in association with the SMT</p> <p>To be able to contract negotiate through to successful contract wins</p> <p>To actively suggest and develop innovative ideas to strengthen an already market leading offer</p> <p>To analyse and evaluate tender documents and compile the information required to complete a response document working with the Senior Management Team to project manage the process, scheduling the procurement bid ensuring the complete tender response is completed within any time-lines scheduled.</p> <p>To attend contract debrief meetings and review submissions and objectively advise the Senior Management Team on how future submissions can be improved.</p>	

To manage complex procurement projects including the competitive quotation and tender process which will involve dialogue meetings, working with the finance teams preparing cost envelopes and draft documents for dialogue, leading to final submission. This will require the preparation of presentations, planning and undertaking effective communication to support the tender process.

To provide bid management advice to the Senior Management Team in the preparation of NHS contract tenders.

To actively be involved and represent the CSD in contract review meetings.

To maintain contracts information systems and databases.

To maintain and develop relationships with key stakeholders.

To travel nationally as and when necessary to meet the requirements of this role.

To carry out any other duties reasonably falling within the purview of the post.

To ensure continued personal effectiveness and to meet operational requirements, job descriptions are periodically reviewed and updated. The Company would aim to discuss and reach agreement with you regarding any changes proposed but reserves the right, following reasonable consultation, to introduce any necessary changes to maintain business effectiveness and meet operational requirements.

Signature of Job Holder:

Signature of Line Manager: