

Role Title	Bid Manager				
Job Family	Commercial and Procurement	Sub Category	Business Development	Grade	C4
Behaviours	<ul style="list-style-type: none"> Communicating and Influencing Managing a Quality Service Commercial Awareness 				
Purpose	Manage contributions to the bid process for large bids, to deliver a comprehensive, cogent and compelling proposal.				



FCDO Services

Key Accountabilities

- Take a customers requirement, and manage the resources of the organisation to produce a winning bid that is costed, reviewed, and approved
- Ensure new business receives the required governance and approvals, including communicating key commercial and operational risks to senior management
- Formulate a bid plan to ensure the timely submission of each proposal, monitor progress and ensure bid team members' submissions are made on time, and interpret their input to form a competitive winning proposal
- Create, co-ordinate and manage an individual 'bid team' comprising of the required disciplines to deliver an effective bid
- Ensure all relevant information is gained from the customer to enable delivery of a robust and relevant proposal and communicate this to the individual bid team
- Manage the flow and delivery of information in respect of bid development, including providing updates on progress to senior management
- Quality assure proposals to ensure customer requirements are fully addressed, identify gaps and the appropriate person to respond to them
- Assemble the inputs into the customer specified sections of the submission, ensuring that the final submission is fit for purpose and presents a compelling offer
- Maintain relevant records, e.g. monitor "live" proposals and maintain bid log

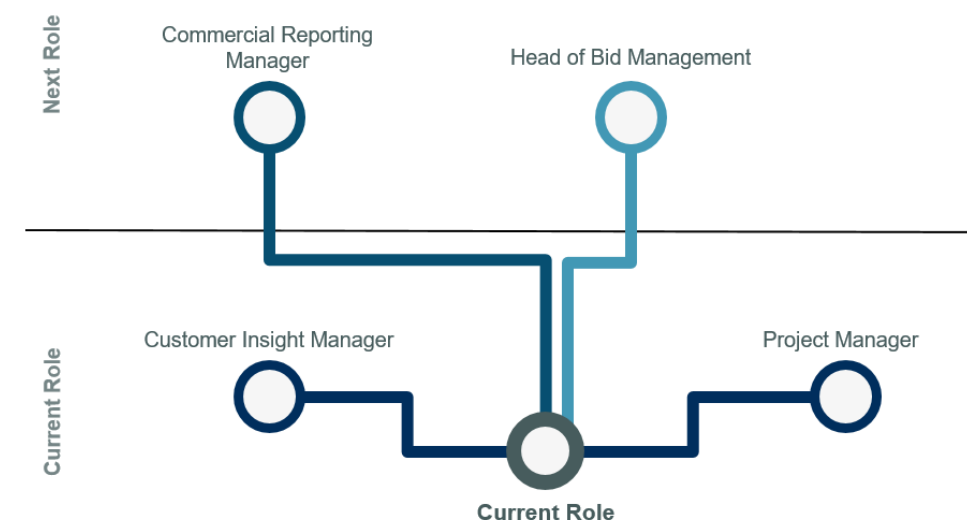
Authority and Scope

- Ensure compliance with relevant commercial processes and provide guidance to FCDO Services staff on these
- Work with bid team members to ascertain accurate costings and ensure pricing calculated according to policy guidelines, and present to customers
- Ensure that control processes are followed, gate reviews organised and attended by relevant managers
- Establish, monitor and report on spend against individual bid budgets
- Authority to direct senior staff and peers to contribute to proposal as necessary to compile each bid

Internal and External Communications

- Liaison with colleagues to ensure proposals have been reviewed and risks and liabilities have been identified, mitigated, or communicated for approval to accept
- Develop and maintain a close relationship with key service providers across FCDO Services, ensuring internal customers understand the bid process
- Close liaison with technical and project teams, as well as senior management, to ensure proposals submitted on time
- Interaction with customers to gather information relevant to the bid, and support negotiation of the offer

Potential Next Career Moves



Skills

- Bid development
- Bid management
- Stakeholder management
- Planning and organising
- Analyse, interrogate and evaluate data
- Interpret professional/technical documents
- Draft/author professional/technical documents
- Governance

Qualifications, Knowledge and Experience

Essential

- Able to lead, co-ordinate and influence mixed teams pulled together from across the organisation across all grades and subject areas
- Experience of risk management procedures
- Experience in the technical elements of bid writing
- Experience in a commercial environment

Desirable

- Project management experience
- Knowledge of MS Project / MS Excel plans
- Knowledge of Security and Property Service lines / products
- Experience of having government as a customer
- Experience of bid management in an international environment