THE DOCTORS LABORATORY

Candidate profile & Job Description

Job Title: Head of Bid Team

Location: London

Reporting to: Chief Financial Officer

Overall Job Purpose

To ensure TDL;

- Identifies all relevant NHS tender opportunities,
- Evaluates the merits of each tender opportunity,
- Reaches a robust commercial decision to bid/not to bid.

For chosen bids ensure the Bid Team;

- Submits well-constructed, clear & compliant PQQ and Bid documentation,
- Develops strongest possible technical solution to deliver the requirements of each tender,
- Coordinates the responses of TDL operational departments to construct a unified solution,
- Liaise with finance to build a strong investment case for each bid on robust assumptions,
- Presents effectively in dialogue with appropriate representation by operational heads,
- Where necessary coordinate use of external consultants to complement the TDL team, and
- Complies with best practice

Main Duties:

Developing, maintaining and managing systems for the following:

1. Bid management
    a. Maintaining a comprehensive current register of Bids and forthcoming tender processes
    b. Preparing and submitting appropriate, complete and competitive responses to requests for PQQs in a timely manner
    c. Preparing and submitting appropriate, complete and competitive responses to requests for Bids in a timely manner
    d. Ensuring that processes for the inclusion of appropriate TDL staff in the development and approval of proposed solutions are clearly defined and documented and adhered to
    e. Preparing and submitting responses to questions arising out of PQQs and bids are in a timely manner
    f. Ensuring that Bids are effectively managed, appropriately resourced so that outputs delivered in accordance with agreed timescales, quality standards and costs
    g. Ensuring that, following submission of bids, subsequent discussions and negotiations are appropriately prepared for, attended and managed.

    h. The ability to craft documents, presentations & pitches with strong written communication & editing skills is essential.
2. Consultant management
    a. Ensuring the cost effective use of consultants to enhance the capacity and skill base of the TDL Commercial Team as required from time to time.
    b. Ensuring that suitably skilled consultants are employed at a competitive rate as and when required.
    c. Ensuring the effective management of outputs from consultants
3. Costing/Profitability Reviews
    a. In conjunction with the finance team; contributing to the maintenance of effective costing systems for a wide range of services
4. Project Handover
    a. Ensure successful bids are handed over to the project management and operational departments to enable timely delivery of services.
5. Ad hoc Studies
    a. Assisting with ad hoc studies and projects to further TDL's commercial and technical understanding of new developments in the sector.

General Duties

To undertake other ad hoc tasks as directed by the CFO and CEO or The Board of Directors from time to time.

To undertake such work as you are assigned in a careful and efficient way and in compliance with current legal requirements and the TDL Code of Conduct.

To communicate in a friendly, helpful and non-prejudicial manner in your dealings with staff, clients and or customers as you will be regarded as a representative of your department as well as the Company.

To maintain confidentiality regarding finances of the company, except in the course of your duties.

To be aware of and abide by the rules and codes of the department, particularly important in the case of Health and Safety and Fire procedures.

To behave in a professional manner and co-operate with all other members of staff at all times.

To maintain high standards of work within your department.

To adhere to and to positively promote the Sonic/TDL Core Values.

To participate in an Annual Joint Review.

This job description is subject to amendment in response to the changing needs of the department and company requirements.

This job description will be reviewed as part of the Annual Joint Review.

I have read and understood and agree with this job description and confirm that I have been provided with a copy for my own records.

Employee: …… Signed: ……..……

Date: ……

C.F.O:……..... Signed:……

Date: ……