

# Bid Manager

## Job Description



<b>Responsible to:</b>	Deputy Group Managing Director
<b>Team:</b>	Business Development
<b>Responsible for:</b>	Bid Development
<b>Location:</b>	National
<b>Salary Band:</b>	Circa £40,000
<b>Hours:</b>	35 hours Monday to Friday

### Purpose and Objectives

- We are looking for an experienced and enthusiastic Bid Manager to support the generation of new business via formal competitive tender processes with on-line tender portals, ESFA, LEPs and other bid writing and tender opportunities.
- The Bid Manager will be responsible for the smooth management of the entire bid process.

### Duties and Responsibilities

- Monitor various procurement websites and other sources to identify opportunities for NOCN Group to tender for the provision of its products and services
- Quantify and qualify relevant opportunities on a daily/weekly/monthly basis and agree with the Deputy Group Managing Director and SLT the priorities for further development and tendering opportunities
- Prepare tender submissions for review and approval
- Co-ordinate and project manage all parties involved in the bid process to ensure everyone is aware of the level of contribution expected of them and when their deadlines are.
- Ensure all timelines are met and that the bid submitted is as complete and accurate as possible, whilst also best reflecting NOCN's Group services and abilities.
- Quality assure all aspects of the bid before processing, including written documentation, diagrams and presentations
- Ensure all bid documentation is clear, concise, crucial, compelling and meets all the criteria in bid specifications
- Develop accurate and consistent bids with the assistance of relevant internal departments, ensure all bids are stored in a 'bid bank' for further use and review for future bidding opportunities
- In addition to managing bids and tenders, where relevant, – support the Heads of Assessment and Business Development with the accurate completion and submission of End Point Assessment contracts and schedules to providers

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## Further Education and Skills

NOCN is a leading Awarding and Assessment Organisation for Further Education, Skills and Apprenticeships.

As part of its continuing expansion it is seeking an experienced Bid Manager with significant experience of managing the bidding and tendering process. Evidence of an excellent track record of new business generation. The ideal candidate will be a strong leader who can clearly communicate a vision, providing direction and motivate others and work collaboratively with all departments across the NOCN Group to ensure tenders are completed to a high standard and within a project management culture.

The role requires you to be a business focused team player, who works with others to accomplish objectives and deliver a positive result while developing and maintaining open, honest and constructive relationships. You will need to readily embrace change and competing priorities, be organised and able to remain calm and decisive when the pressure is on.

You will be enthusiastic and motivated, with a positive attitude. You will be an integral part of a national team but must be comfortable working independently.

NOCN is a Leader in Diversity, Positive about Disability, welcoming applications from all members of the community.

## Key Relationships

Internal	Group Managing Director Head of UK Business Development Head of Assessment Heads of group One Awards Business Development Manager NOCN Staff NOCN Delivery Partner personnel where appropriate
External	All customer types including – LEPs ESFA IFA Local Authorities Private Training Providers Employers FE Colleges

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
On behalf of NOCN

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## Person Specification

Criteria	Standard	Essential / Desirable
<b>Education and Personal Development</b>	Management qualifications or willing to work towards	Essential
<b>Knowledge</b>	Knowledge of the education sector	Essential
	Microsoft Office 365 package	Desirable
	Understanding of Awarding Organisations	Desirable
	Equality, diversity and inclusion	Essential
<b>Experience Skills and Personal Attributes</b>	Managing the bid process	Essential
	Experience of writing bids as part of a tender process	Essential
	Experience of working with diverse stakeholders	Essential
	Experience of managing others	Essential
	Excellent communication skills both verbal and written	Essential
	Leadership and Stakeholder management skills	Essential
	IT Skills	Essential
	Excellent planning and administration skills	Essential
	Precise and exact attention to detail	Essential
	Commitment to the highest standards of quality in work	Essential
	Consistent and high level of accuracy in undertaking work tasks	Essential
	Commitment to equality, diversity and inclusion	Essential
	Open and approachable personality	Essential
	Willingness to travel in the UK	Essential