



Specialists in IT Security Management

Job Description

Role: Bid & Strategic Proposal Manager

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Reporting to:	Commercial Director
Number of direct reports:	n/a
Job type:	Permanent role
Location:	Home based with travel to the Company's HQ offices in London and other travel where required

What you'll do:

Reliance acsn has an ambitious but achievable growth plan for the next four years and in order to help deliver that plan we now require an experienced Bid & Strategic Proposal Manager to help us improve our efficiency, capacity, quality and ultimately our win rate.

We now seek a proactive, results orientated, high achiever looking to advance their career in bid & strategic proposal management. The successful candidate will demonstrate solid commercial acumen, creative flair, excellent communication and people-management skills all underpinned by a positive attitude and the motivation to win.

How you'll do it:

- Manage the end-to-end bid process.
- Work with the Sales lead to develop clear win strategies for each bid and ensure win themes are clear and compelling.
- Manage the process to evaluate and qualify all bid and strategic proposals.
- Plan the timely delivery of the response / proposal, the roles and responsibilities of contributors and the execution of all necessary process activities – present and gain commitment to the plan at the bid kick off meeting.
- Identify and mitigate risks to the response plan.
- Support the development of a winning bid strategy and the win themes that best presents Reliance acsn and the value we can deliver to our clients.
- Ensure the timely progression of the response - coordinate, manage and motivate virtual response teams as well as liaise with subject matter experts across our business.
- Own, compile and produce high quality, creative responses, and proposals.
- Build effective working relationships with the Pre-Sales Team and other relevant members of the technical community with Reliance acsn who will be providing the technical input into the responses you create.

- Coordinate and facilitate the necessary governance and approval process pre-release.
- Provide internal support for any negotiations following the response submission.
- Production of compelling presentation materials as appropriate.
- Collate internal and customer feedback to identify areas for improvement.
- Develop a strong understanding for the value propositions and commercial elements of our portfolio to allow you to craft high quality responses.
- Create a bid and proposal library to enable more efficient and effective response building for future submissions.
- Offer ad-hoc support to the wider commercial team when necessary:
 - Non-tender opportunities
 - PQQ and supplier questionnaires
 - Value proposition and service development
 - Research projects
 - Continuous improvement activities

Key Performance Indicators:

- Win rate
- Response submission timelines
- Internal client feedback

Personality profile:

- Highly professional and respected for integrity.
- Open, honest and a team player.
- Loves to win but wants to do it in the right way.
- High work rate, lots of energy and enthusiasm.
- Likes the challenge and pace of change within a smaller, fast growing business.

Skills and experience:

- Experience of managing bid & strategic proposal opportunities and the implementation of a sales/bid process (preferably within the IT industry).
- Demonstrable commercial acumen and creativity.
- An analytical mind able to visualise, conceptualise, articulate problems and construct solutions.
- Excellent written communication skills; the ability to structure and articulate written communications in a persuasive and succinct form as well as grammatically correct.
- Excellent verbal communication skills and strong presentation skills.
- Excellent organisation and time management skills as well as the ability to multitask on multiple bids.
- Strong visual design skills and attention to detail.
- Proven interpersonal skills and the ability to manage key stakeholders at all levels.
- The ability to work both within a team and independently.
- The ability to be flexible, work well under pressure and meet aggressive deadlines that frequently you have no ability to change.
- Excellent MS Office skills (MS Word, MS PowerPoint, MS Excel).