**JOB DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| Job Title: | Bid Manager | |
| Full or part-time role: | Full | |
| Company: | Supacat Ltd | |
| Main purpose: | Bid Management and support to Sales activity | |
| Issue & Date: | Issue 02 | March 2023 |

SC Group encompasses a group of companies within the UK and Australia who design, manufacture and deliver special purpose machines and equipment. As an employee within the Group of companies you should work as part of the team, be flexible in your approach to your work and fulfil any reasonable request to do tasks that may arise and is within your capability. However, the information below provides details on the key responsibilities of your role.

|  |  |  |
| --- | --- | --- |
| KEY AREAS | Key Responsibilities | Other Responsibilities |
|  | * Be the focal point within the Sales Team for bid activity. * Manage key programme bids and interface with major customers and partners as the primary point of contact for these bids. * Focal with Project Director(s) for assisting with Variation/Changes to existing projects. * Carry out BD and Sales activities when assigned * Co-ordinate internal and external stakeholders to deliver bids to budget and schedule, and effectively manage other internal functional areas of the business that deliver product and services to support the programme/project bid. * Report on the programme/project bid performance (quality, cost, schedule etc) of major project bids at the monthly Project Reviews. * Provide the Director, Head of Supacat/SC Innovation with regular reports of programme/project bid risks, issues, successes and failures * In conjunction with other stakeholders you will develop, implement, review, update and report on bids project plans with the associated commercial and financial documentation. * To market whenever and wherever possible the services that Supacat and the wider Group provide that may lead to additional or new work from existing or new customers * Support any marketing activity when required including demonstrations and shows in line with the company sales objectives. * Responsible for maintaining updating, communicating and compliance of the Defence bid/capture processes * Ensure Sales Opportunity Log is up to date and provide regular updates to Director, Head of Supacat/SC Innovation and Head of Sales. * To carry out any other duties which are within the scope, spirit and purpose of the job. | * To know and follow all Company’s policies and be aware of the current procedures detailed in the Company Staff Handbook and UK BOSS and to comply with them. * Your role may be subject to Data Protection Act and Official Secrets Act. Provide confidentiality where required and ensure all personal data is managed in accordance with GDPR and company policy. * To maintain an awareness and observation of Fire, Security and Health and Safety regulations.. * Provide support and leadership to other members of the programme/project bid team. * To support team members and to carry out other administrative tasks that may be required. * Ensuring weekly that Project Authorisation and time sheets are completed. * To monitor and respond to any advertisements in Journals/bulletins |

|  |  |  |
| --- | --- | --- |
| **Employee** | **Name:** | **Signature:**  **Date:** |
| **Manager** | **Name:** | **Signature:**  **Date:** |

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Work based competencies** | * Knowledge of sales, bidding and project management Processes. * Good understanding of the Military and Civil Service structure and the associated language/terminology. * Good understanding of contracts and commercial awareness. * Excellent communication skills external and internally * Highly competent in quality, efficiency and effectiveness * Good Literacy/Numeracy skills and Able to control budgets * Have an awareness of the political and economic pressures * on Customers * Demonstrable analytical and decision-making skills and a high levels of Customer care * Able to lead and mentor * Understanding of working in the Private and Public Sector | * A good understanding of senior defence posts and policies * Have a good understanding of imports, exports & ITAR * Knowledge of Supacat Group products |
| **Behavioural competencies** | * Must be approachable and dependable, honest, open and positive. * Able to prioritise workload and meet deadlines by effective time management/work effectively under pressure * Use initiative and is self-motivated. * Show Commercial diligence * Attention to detail and a well-structured approach to documentation | * Willingness to learn and develop |
| **Qualifications & experience** | * Project Management (APMP or PRINCE2) qualification * Previous Senior level management experience * Competent user of Microsoft Office suite of software (specifically Word, Powerpoint and Excel). * Competent user of the internet and generic search engines | * Able to drive a HMT (Cat C driving licence) |
| **Organisational fit** | * Team Player * Plenty of initiative * Self motivated. * Has a positive approach to problems. * Embodies and promotes the company core values * Has the desire and ability to contribute to the company as a whole. * Must be able to travel |  |