

## Job Description

<b>Job Title:</b>	Head of Bids
<b>Division:</b>	Business Support
<b>Reports to:</b>	Managing Director
<b>Direct Reports:</b>	Bid Coordinator, Senior Bid Writer, Bid Writer
<b>Main Interfaces</b>	Bid Team, Managing Directors, Operational Leads, Commercial

### Overall Purpose

The primary responsibility of this role is to support the development of new business and new opportunities in line with the company's growth plans.

### Key Tasks / Activities / Responsibilities

- Lead all aspects of the day to day management of the bid process
- Line management responsibility for Bid-Coordinator, Bid Writer and Bid Manager functions
- Ensure that growth and renewal targets are met
- Lead and write Quality submissions for high profile/challenging bids
- Manage and assure all aspects of the bid, ensuring all outcomes are adequately described in each submission stage both in terms of content and presentation
- Manage interaction with contracting body/stakeholders throughout the bid process
- Support Business Development in identifying and working on business growth
- take responsibility for the management of bids, including planning the bid, hosting kick off meetings, planning and coordinating the written response documentation and sharing knowledge throughout the company
- Maintain schedule of contracts
- Consult with Business Development, and Client Services to interpret the client specific solution or service offering and produce a persuasive sales document and/or presentation
- To create, audit and dispatch quality tender bids to agreed deadlines
- Ensure document content is compliant and validated to meet legislation, procedures, products, solutions and policies
- Ensure bids are completed with integrity and have internal authority approval
- Attend pre and post submission presentations/meetings
- Develop and maintain a good working relationship with the client
- Develop and maintain a good working relationship with the business units
- Generation of financial and risk profiles for each of the bids
- Providing clients with high quality documents, attentive to their needs
- Monthly analysis of bid volumes and success ratios
- Develop executive summaries for relevant/appropriate tender submissions
- Develop and implement a 'winning work' system that key target contract opportunities are won and divisional growth targets are met
- Develop Executive summaries for relevant/appropriate tender submissions
- Site visits
- Follow and support policies, procedures, initiatives and work instructions related to sustainability improvement and environmental compliance
- Obtaining feedback on tender submissions and ensuring this is incorporated to improve future tenders and PQQs as appropriate
- Attend conferences and exhibitions, representing Axis at functions as required to develop a full understanding of client objectives and key drivers for the sector as a whole
- Analysis and tracking of competitors and our performance against them in tenders

## Person Specification

### Key Knowledge

- Outstanding bidding track record in housing maintenance and/or construction sectors

### Key Skills

- People management
- Working independently
- Managing demanding deadline environments
- Communicating and influencing at senior levels
- Time management and prioritisation
- Strong written English language skills
- Advanced Microsoft Office. InDesign desirable
- APMP accredited

### Key Experience

- Bid writing and process management
- Experience in social housing and construction sectors

### Other Key Information

- Must be quality focused, able to identify key client drivers and relate the submission to them
- Must be able to disseminate this information to others
- Must be able to work fluidly
- Must be trusted to work independently and to tight and rigid deadlines and manage a varying workload
- Must be comfortable taking on an increased workload and setting the standard for the rest of the team given the move to agile working
- You must own an Android or IOS mobile phone which you will use as part of your job (BYOD)
- All staff have a personal responsibility and accountability to Axis to ensure that their day to day activities adhere to the Sustainability Policy Statement and Plan and minimise the impact upon the environment.
- It is the responsibility of all staff to ensure that their day to day activities embrace sustainability and reduce the impact upon the environment by minimise waste and maximise recycling; saving energy; minimise water usage and report any electrical faults, water leakage or other environmental concerns to the facilities or line manager.

I have read and understood the provisions of this job description.

I understand that this document forms part of my employment and I hereby confirm my agreement with its provisions.

Name:

Signature:

Date: