

## Senior Commercial Bid Manager

### Job Description

#### Introduction

We are seeking a dynamic and experienced Senior Commercial Bid Manager to join our Sales & Marketing team.

This role combines the strategic and detail-oriented responsibilities of a Bid Manager with the comprehensive commercial and contractual expertise of a Senior Commercial Manager. The ideal candidate will have strong commercial, public sector, technical, and business acumen, and will be responsible for managing the bid process, overseeing contractual matters, and ensuring our proposals and contracts meet the highest standards.

This role requires considerable experience within Defence and the Public Sector, as well as the ability to obtain UK Security Clearance.

#### Key Accountabilities & Responsibilities

##### Commercial Management

- Provide commercial and contractual guidance and support, including strategies, compliance with regulations, and commercial risk management.
- Manage ongoing commercial aspects of new and existing contracts, including changes, negotiations, and documentation review.
- Support bids/proposals with commercial insights, framework management, and negotiation of contractual agreements.
- Work closely with the Chief Revenue Officer to manage the Rule In/Rule Out process and implement commercial best practices.
- Ensure alignment of procurement and invoicing processes with the Revenue Operations team.
- Develop commercial and pricing models to deliver profitable services and solutions, incorporating competitive analysis.
- Manage relationships with service delivery partners, customers, technology partners, suppliers, and distributors.
- Conduct bid/tender opportunity horizon scanning and manage the delivery of ROM costings and quotations.
- Oversee business compliance with contracts and frameworks and manage the Tussell tool.

##### Bid Management

- Prepare winning bids and manage the end-to-end bid process, from opportunity qualification to contract award.
- Create compelling proposals that align with customer requirements and industry best practices, ensuring they are detailed, costed, and persuasive.
- Direct bids through correct governance, incorporating input from commercial, finance, and technical teams.

- Develop high-standard bid content by gathering technical, commercial, and financial information from various sources.
- Collaborate with Enterprise & Defence sales teams to understand customer requirements and communicate our value proposition effectively.
- Own and manage the preparation of bids, creating engaging written responses and supporting solution narratives.
- Organise and manage bid workshops, meetings, and briefings to ensure effective participation and contribution from all involved parties.
- Oversee the bid quality review process to ensure timely submission of high-quality deliverables.
- Contribute to the development of our bid content library and supporting documentation.
- Identify areas for improvement and competitive advantages in future proposals.

## Person Specification

### Education and Qualifications

- Bachelor's degree in business, Finance, Law, or a related field.
- Achieved or studying towards International Association for Contract and Commercial Management (IACCM) or equivalent professional body certification.

### Experience and Knowledge

- Significant experience in bid management and commercial/contracts roles, particularly within the Defence and Public Sectors.
- Knowledge of MOD and public sector contract mechanisms, including DEFCONS and public sector frameworks.
- Experience working in contract execution and bid environments.
- Proven ability to comply with processes and procedures while developing and managing bids.

### Skills and Abilities

- Strong commercial and business acumen, including understanding complex commercial strategies, public procurement regulations, competition, tendering, and commercial risk.
- Excellent clients focus and customer/supplier relationship management skills.
- Effective cross-functional communication skills and the ability to develop effective working relationships with key stakeholders.
- Autonomous and hands-on attitude, with the ability to work independently and take ownership of projects from start to finish.
- Ability to work under pressure and meet critical deadlines in a fast-paced and challenging environment.
- Eligible for or holder of current SC security clearance.

### Attributes

- High degree of personal responsibility and autonomy, with the ability to plan and execute work to meet objectives.
- Strong organisational and project management skills, with a focus on detail and quality.

- Proactive and strategic thinker, able to identify opportunities for improvement and competitive advantages.

## Company Benefits

- Competitive Salary
- Workplace benefits: Pension Scheme, PMI, Life Assurance, Employment protection insurance, Health & Wellbeing
- 25 days annual leave
- Hybrid working
- Bonuses (personal performance and company performance)