

JOB DESCRIPTION

Job title: Bid Development Manager	Team: Business Development
Location: London primarily with some travel to customer sites and/or Nottingham office (less than 20%)	Reporting to: Business Development Director

Background to Dr Foster

Dr Foster works with healthcare organisations to achieve sustainable improvements in their performance through better use of data. We are the leading provider of healthcare analysis and clinical benchmarking solutions worldwide: our specialist teams share their world class expertise with healthcare leaders in hundreds of leading hospitals and commissioning organisations. Dr Foster is a wholly owned subsidiary of Telstra Health.

Purpose of the role

This role will require experience of business commercial processes, development of proposals, procurement and contracting, ideally from a professional firm and similar role. A candidate with experience building bid processes within a new bid function would also be preferable.

The candidate will use their experience to position Dr Foster within strategic procurement frameworks, successfully manage and win important tender opportunities, and lead on key data acquisition strategies which underpin our future bid offerings and market growth. We need an enthusiastic bid manager with strong co-ordination, collaboration and commercial skills to help us capture new business while delivering added value offerings to our existing customer base.

This role is critical to ensuring effective business processes. We are looking to appoint someone to support Partners in the development of business; primarily focusing on proposals, business development discussions, submission and follow through to contracting.

Key Accountabilities

Dr Foster is a small company seeking individuals capable of working independently and accustomed to working in an unstructured but maturing environment. Candidates should be comfortable in working in an environment in which they take initiative and work well without direct oversight. Typical day-to-day accountabilities will be:

- Develop compelling proposals relating to the value proposition for the customer while maintaining the protection of Dr Fosters commercial interests
- Act as a subject matter expert in the Bid Management Process and provide advice to internal stakeholders as appropriate
- Identify and position Dr Foster on key government and local procurement frameworks
- Contribute to horizon scanning with sales team, and monitor tender portals and commercial frameworks for new opportunities.
- Capture business development opportunities and actions.
- Develop and maintain a bid library to include CVs and Case Studies.
- Provide leadership and collaborative engagement with the team around projects, developments, services and marketing.
- Establish formalised bid coordination processes for Dr Foster, in alignment with our parent company and partnership commitments.
- Engage in product platform review with product owner to ensure best strategic technical offering is made.
- Manage all required resources and contributions to deliver high quality, on time tender proposals.
- Contribute to critical commercial review and feasibility (costs, income, profit margins, value).

- Co-ordinate and support a high-quality post-submission process, from clarification through to contract award and signing, including demonstrations, customer references and site visits.
- Write RFPs, PQQs, ITTs and proposals. Proofread, edit and ensure the agreed branding and formatting is applied.
- Establish and maintain excellent relationships with key stakeholders and subject matter experts.

Experience, Skills and Qualifications

Essential

- Proven track record in successful bid management in related market
- Evaluates and improves bid management and win rates through coaching and capability uplift
- Executing a strong negotiation technique and influencing confidently to close opportunities
- Developing high impact solutions to address the customer's business need, co-developing with customers, product and technical specialists
- Effectively conveys messages using verbal and non-verbal communication to achieve desired outcomes
- Confidently presents in an articulate manner for diverse audiences including senior leaders and executives
- Strong contract and commercial awareness
- Excellent oral and written communication skills
- Able to work under pressure, to tight deadlines and changing priorities
- Strong leadership and project management skills
- Well-organised, reliable, determined, driven and enthusiastic
- Ability to facilitate stakeholder engagement and collaborative working
- Good understanding of products and data requirements
- Good understanding of information governance frameworks
- Experience in risk management and due diligence
- Good understanding of public sector and procurement process
- Good knowledge of MS Office suite

Desirable

- Experience of healthcare market
- Experience of Agile practices and teams
- Experience of fostering mentorship and collaborative team development