



Job Specification

Senior Bid Manager

Internal Use Only
Node4 Limited
15/10/2019

Node4 is an exciting and challenging place to work as we expand into new markets and introduce new solutions into our product range. With our own UK data centres, national MPLS network and many strong USPs, our portfolio includes Colocation, Cloud, Connectivity, Security and Collaboration solutions.

As a result of our continued year on year growth and ambitious plans for development, we require a Senior Bid Manager to lead, manage, develop and support the bid functions, driving initiatives and proactive operational improvement across the business. The role will bring a consistent, time efficient and high-quality approach to the way we respond to any bid opportunity across the business. A bid refers to any opportunity we are bidding on, covering quote, proposal, RFP's and tender responses. The role involves a mix of strategic and tactical activities to ensure the business meets objectives and priorities.

The Senior Bid Manager will report to the Head of Sales Enablement, with responsibility for driving performance improvement across the large deal sales functions and leading the Senior Presales Consultants.

1. Key responsibilities

- Continued development and management of our Bid Decision and Management process that provides the right balance between governance and speed of response, but ultimately results in the best possible customer experience.
- Manage the bid and proposal process for strategic and complex commercial opportunities to ensure the delivery of high quality, compliant on-time proposals
- Responsibility and oversight of the end to end sales and bid process with a focus on increasing target win rates.
- Implement Bid response writing management and programming with the Technical Authority stakeholders.
- Responsible for RFP/Proposal submissions; including review of documentation, preparation/copywriting of responses, organisation and coordination of team required, review and edit of content ensuring an overall high-quality response
- Facilitate a winning strategy for the bid; working with the Sales Leads and internal subject matter experts to define messaging and customer relevant themes by analysing customer requirements, competitive positioning and Node4 capability.
- Ensure new starters and existing team members are sufficiently trained and understand the Bid process
- Own and maintain the bid library of reusable content and previous bids to accelerate Bid Response times.
- Understand how to deliver an exceptional customer experience and ensure the sales process contributes to this.

2. Key skills

In order to carry out the role effectively it is important to demonstrate the following:

- Thorough understanding of sales and bid operations,
- Ability to communicate and motivate a virtual bid team including leading the Senior Presales Consultants at an exceptional level
- Outstanding sales, communication, and relationship building skills
- Exceptional analytical and quantitative skills in technology industry
- Innovative approach, consistently seeking improvements to processes
- Obsessive attention to detail and the ability to gain buy-in of colleagues across the business on a common goal.
- Strong commercial and copywriting acumen
- Flexibility, able to adjust approach to different situations, customers and projects

3. Performance

Successful Performance will be measured against a set of Key Performance Indicators.

- Bid Win rate %
- Sales Performance against target
- Node4 NPS Score