

Bid Manager

Corporate Services, Bid team

Pune

About the role

This is a superb opportunity to join Idox as a Bid Manager. This is a highly networked and varied job which requires an ability to work independently with minimal supervision, managing multiple bids simultaneously at times, under pressure and to challenging deadlines. To do this, you'll liaise closely with Idox Sales, Legal, Operations, Development and Support teams at all levels.

We are looking for an experienced Bid Manager who wants to work for a leading Public Sector software solutions provider, producing winning bids across a diverse range of software solutions. This means co-ordinating and producing high-quality, compliant responses to tenders.

As a Bid Manager, you will manage the lifecycle of bids in accordance with Idox's business compliance processes. The role includes identifying opportunities, supporting the qualification of bids, building and managing virtual teams, highlighting and mitigating risks, pre-populating standard responses, assigning and managing tasks, conducting final reviews, ensuring the bid complies with the Customer's instructions and submitting on time. In order to ensure we create winning responses, the role also involves a significant amount of editing and reviewing, making sure the facts, content and tone meet the brief, are in keeping with the expectations of our customer and compelling to our target audience.

With a varied product set across Public Sector Regulatory Services, a career with Idox will allow you to build market knowledge across local and central government and the NHS. We offer a comprehensive benefits package and flexible working to support your wellbeing as well as your professional development. Flexible working can mean occasional out of hours working in a Bid role, but there will be opportunities to get your time back to suit you as part of our flexible approach to work-life balance. Returners to work will be considered.

Key responsibilities

You will be responsible for:

- Managing the end-to-end bid process
- Managing virtual bid teams
- Managing assignments, timelines and task completion status
- Delivery of compliant, high-quality tender responses within defined timeframes
- Ensuring that the correct Idox business approval processes are followed
- Engaging subject matter experts and supporting them to produce the required content
- Reviewing input from a variety of stakeholders and subject matter experts; typically from teams such as sales, marketing, product management, software development, operations, finance and legal
- Editing responses to ensure they are engaging, meet the customers evaluation criteria and include relevant differentiators
- Supporting the qualification process
- Conducting peer reviews
- Identifying potential tender opportunities
- Ensuring continuous improvement of base material by contributing new / updated boilerplate to our Ombud Knowledge Library

- Assisting with the maintaining the bid database and knowledge library
- Supporting continuous improvement through maintaining accurate reporting and win / loss debriefs
- Adhering to Idox Information Security policies and protocols.

To be successful, you'll need

- Previous experience as a Bid Manager (5+ years)
- UK Public Sector bidding experience specifically, including frameworks
- Excellent written and verbal communication skills
- Strong editing skills with a keen eye for detail, but with the ability to tell a compelling story that influences evaluators (you should be ready to demonstrate this during the recruitment process)
- To be able to work effectively as a remote team
- The ability to work to deadlines, prioritise tasks and manage multiple conflicting priorities with minimal supervision
- An understanding of technology (including Cloud, Hosted and On-Premise) and able to translate technical and functional details into customer facing benefits
- The ability to drive tasks and influence stakeholders
- Strong MS Office and formatting skills (MS Word, Excel, PPT)
- Experience of working with proposal management software (e.g. Ombud, Loopio, Responsive)
- Awareness of APMP / Shipley best practices methodologies and writing principles.

Additional desirable qualities:

- Certified to APMP Foundation level
- Knowledge of regulatory software
- Knowledge of design applications (e.g. MS Visio, PhotoShop)
- Experience of maintaining accurate bid reporting through corporate CRMs (e.g. Salesforce)
- Experience of tender sourcing tools (e.g. BIP Tracker, Bid Stats)
- Experience of producing presentations/videos/webinars for knowledge sharing internally
- Degree educated, or equivalent.

About Idox

Our specialist software solutions power the performance of government and industry, driving productivity and a better experience for everyone. Built around the user and designed in collaboration with experts who have worked through every detail of every process from end-to-end, our hard-working process engines deliver exceptional functionality and embed workflows that drive efficiency and best practice with a long-term focus for regulated environments.

Through the automation of tasks, the simplification of complex operations, finding scalability as operations evolve, and more effective management of information, we help our customers harness the power of Digital, so they can do more.

We employ around 500 staff in the UK and worldwide, including Europe, North America and Asia, so some travel to meet colleagues may be required.

Our Values



Dynamism
We shape our future



Responsibility
We are accountable for our actions



Integrity
We do the right thing



Valued
We value each other



Excellence
We set the benchmark for quality

DRIVE

The core values taking us forward

Our Culture

We are ambitious in working together to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity. Idox is a company where we can all be ourselves and succeed on merit, where we respect all our employees, customers and communities in which we live, work and are a part of.

We recruit and reward employees based on capability and performance – regardless of race, gender, sexual orientation, gender identity or expression, lifestyle, age, educational background, national origin, religion or physical ability. Each office location worldwide, is free to respond to local needs to create a culturally sensitive workplace for everyone. In doing so, we want every employee to feel our commitment to showing respect for all and encouraging open collaboration and communication.

Our Benefits



Flex to Fit

We recognise that for individuals, the opportunity to work flexibly can enable them to achieve a better work-life balance along with a greater sense of responsibility, ownership and control of their working life. During the pandemic, all our employees successfully transitioned to remote working and we are open to conversations on work patterns to suit our employees needs such as change to working times; part time working; term time working; 9-day fortnight. We are proud to be a flexible employer enabling effective hybrid working for our employees.



Family Friendly

We understand how important family is to our employee and provide support through difficult times such as bereavement as well as offering excellent pay and leave benefits for parents and carers welcoming a child.



Health & Wellbeing

Our Workplace Wellbeing team provide support and resources on mental health and lifestyle. We also provide 24/7 confidential help via our employee assistance programme.



Be Heard

You will have the chance to impact change within Idox by having your voice heard via our CEO live broadcasts; making suggestions to Idox Voice forum or sharing your ideas in our company newsletter, Inside Idox.



Community

You will have the opportunity to participate in community and social activities, as well as group wide fundraising ventures. We prioritise sustainability and ethical impact on our communities and we pledge to allow our employees to carry out volunteer work.



Your Development

Our mentor scheme will help you to achieve personal and professional growth through learning from experienced colleagues and you will also have access to online and face to face learning modules including our Leadership Development Programme.



Financial Security

We offer full company sick pay plus income protection for long term illness and our life assurance cover is provided up to four times annual salary. Our Pension Scheme operates on a Salary Exchange Contribution Basis so you will receive relief from NI contributions.

You are also invited to join our Idox Xtra Share Scheme where every share bought will receive an extra one free from the company.

How to apply

Please submit a CV, and a short cover letter (*maximum 500 words - including salary expectation, and current remuneration*) explaining why you feel you would be suited to this role to **join.us@idoxgroup.com**

Please note successful applicants will need to satisfy the BPSS guidelines (Baseline Personnel Security Standards) which consist of the receipt of satisfactory references covering the last 3 years of employment; an identity check; verification of eligibility to work in the UK; and a Basic Disclosure Check. This is in order to help us make safer recruitment decisions.

Privacy notice

As part of the recruitment process, we will collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our recruiting officers during a recruitment interview.

Please read our Recruitment Data Privacy Policy here: <https://www.idoxgroup.com/policies>