

# Bid Support and Social Value Executive Officer

## Corporate Services, Bid team

Pune, India

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### About the role

The **Bid Support and Social Value Executive** is a superb opportunity to contribute to the long-term success of the Idox Group, while ensuring we contribute to positive social change for our customers and their communities.

In this role, you will gain experience across our Bids function, supporting our Bid Managers and Sales Teams to identify, track and co-ordinate potential tender opportunities and develop and report upon social value proposals for our prospects, in alignment with our company strategy and prospect requirements. As a part of the Bid Team, you will also gain experience managing the full lifecycle of less complex bids, building virtual teams to contribute content to responses, highlighting and mitigating risks, ensuring the bid complies with the customer's instructions and submitting the bid on-time.

This is a highly varied job which will suit an individual who is interested in developing a career in public procurement and is keen to use their existing networks within the business, along with their knowledge of our products and culture to help create winning tender and social value propositions for our prospects. The role will require a significant amount of reviewing and writing, ensuring facts are understood and our propositions meet the prospect brief and remain compliant with the Idox Business Compliance processes.

### Key Responsibilities:

You will be responsible for:

- Managing the Bid Team Inbox identifying potential opportunities and co-ordinating responses internally and externally.
- Defining and maintaining tracker key word profiles in partnership with sales owners across all Idox solutions.
- Working with the Bid Managers and Sales Executives to develop social value commitments that support the bid proposition in line with the cost model and Idox ESG strategy, this will include development and ownership of written collateral and specific TOMs measurements.
- Being the primary contact for all social value components on bids and re-signs.
- Securing sign-off on social value proposals from the Sales Director.
- Continuously improving the Idox social value offering by keeping abreast of external trends and changes in relevant legislation, liaising with the Sales Director, Bid Managers, HR, Legal and Corporate Support to ensure offerings and supporting materials remain up to date and providing industry led recommendations to improve our social value offer.
- Report social value commitments within the business.
- Assist with the creation of compelling and factual case studies and communication materials to showcase our social value impact and achievements.
- Management and co-ordination of less complex tender opportunities.

### To be successful, you should bring:

- A pragmatic nature with a self-starter attitude.
- Excellent written, verbal and visual communication skills.
- Numerate with commercial acumen.
- The ability to build networks and relationships effectively to obtain required information in tight timelines.

**Idox. Do more.**

- Strong organisational and project management skills.
- The ability to work independently and as part of a team.
- The ability to multi-task effectively under pressure and to deadlines.
- Proficiency in the Microsoft Office Suite.
- A genuine interest in developing a long-term career supporting competitive sales activities.
- A passion for social impact and a commitment to creating positive change.

## Additional desirable skills:

- Awareness of Public Procurement legislation and the principals of Bid Management.
- Awareness of the Social Value "TOMS" model.
- Prior knowledge or experience of Idox ESG initiatives.
- Experience of reporting on metrics internally or to customers.
- Knowledge of one or more Idox products in the course of current business activities.
- Knowledge or experience of potential reporting tools such excel, Salesforce, the Social Value Portal.
- Knowledge or experience of proposal management / content management solutions (e.g. Idox Ombud).

## 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 660 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

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## 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.

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## 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.