

Bid Manager

JOB SPECIFICATION

Gateley

POSITION:	Bid Manager
LOCATION:	Birmingham/Manchester
CONTRACT TYPE:	Permanent

The ***role***

Working within Gateley's Bid team, the Bid Manager will be responsible for supporting partners to win profitable work through the sales and tender process. You will take ownership of and project manage responses to formal tender opportunities as well as produce credentials and proposals to support winning work across the Gateley, taking the lead on bids within the Property Platform which supports our property lawyers and built environment consultants. The role holder will work proactively to ensure all tenders are delivered on time and accurately, in compliance with client and regulatory requirements.

This is a collaborative role which requires the role holder to build strong, proactive relationships with internal clients across all offices. Positive working relationships with the wider Marketing team, will be integral to the success of this role.

Key responsibilities:

You will be responsible for leading tenders and proposals, for both regional and national opportunities. This includes both legal and/or consultancy tenders and cross-platform proposals.

Identifying, scoping and evaluating bids

- Working with the Senior Bids Manager and wider business development team to guide the bid/no bid decision.
- Working closely with fee earners to develop winning bid strategies and propositions.
- Carrying out research on clients and prospective clients.

Project managing bids

- Project managing tenders and proposals, including initiating kick off emails, managing progress meetings and coordinating pricing and contract reviews, ensuring full compliance with all requirements.
- Drafting, editing and proofreading compelling content.
- Liaising with other support departments (IT, HR, Accounts, Facilities and Compliance) to ensure all information submitted is accurate.
- Ensuring all collateral is created within the Gateley brand guidelines.
- Coaching fee earners to help them prepare for presentations.

Follow up

- Analysing pitch wins/ losses and following up through a proactive debrief process
- Following the bids promises process following winning sales opportunities.

Developing and sharing best practice

- Working collaboratively with the wider Bids and Business Development teams.
- Contributing to the 'Content Hub' to ensure the precedent bank is up to date and quality content is maintained with support from the Group Bid Coordinator.
- Maintaining a knowledge and awareness of the work completed by teams within the Property Platform. Looking for opportunities to cross sell services from across the Platform and the wider Group, whether for Gateley Legal or the consulting businesses.
- Gathering best practice responses to commonly faced questions and useful case studies, including sector specific experience.
- Sharing examples of bids best practice and innovation.
- Ensuring a consistent approach to bids is implemented, helping to continuously improve our approach.

This job description is not an exhaustive list due to the requirements of the role. Therefore, the job holder may be required from time to time to work with the wider new business team on ad-hoc

The ***team***

With 50 people within our Marketing and Front of House teams, we support on all aspects of marketing and business development across Gateley including internal and external communications, bids and sales, client development, events, digital and marketing projects.

Winners of the 2020 Excellence in Sales and Marketing Award at the Greater Birmingham Chamber of Commerce Awards and shortlisted in the 2022 Best Marketing Campaign Award at the Managing Partners Forum Awards, the Marketing team at Gateley has more than doubled in size in seven years, reflecting the investment that the business has made in attracting and retaining exceptional talent.

We continue to develop and evolve our proposition and are looking for individuals with a 'can do' mentality to join the team.

The ***person***

Candidates will be able to demonstrate the following skills:

- A minimum of 3 years' experience in a bid or tender management role in a B2B environment.
- Experience of working in the property and/or construction sectors would be advantageous.
- Experience of working on formal tenders.
- Excellent communication skills both written and verbal with the ability to influence.
- Ability to maintain and develop client relationships at a senior level.
- Fastidious attention to detail
- Excellent IT and numeracy skills.
- Strong personal organisation skills
- Ability to prioritise own workload
- Work well under pressure
- Positive attitude, self-motivated and capable of taking ownership of tasks
- Working within a team in a collaborative way
- InDesign experience preferred but not essential.

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Fastidious attention to detail Ability to prioritise own workload Work well under pressure Positive attitude, self-motivated and capable of taking ownership of tasks Working within a team in a collaborative way Minimum 12 month’s experience as a Legal Secretary, ideally within litigation or dispute resolution.

- A minimum of 3 years' experience in a tender management role in a B2B environment.
- Experience of working on formal tenders.
- Excellent communication skills both written and verbal with the ability to influence.
- Ability to maintain and develop client relationships at a senior level.
- Knowledge of CRM systems and online research tools.
- Excellent IT and numeracy skills.
- Strong personal organisation skills
- Fastidious attention to detail
- Ability to prioritise own workload
- Work well under pressure
- Positive attitude, self-motivated and capable of taking ownership of tasks
- Working within a team in a collaborative way

The ***benefits***

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are ***Gateley***

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

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Diversity, inclusion and ***well being***

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/ life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.











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