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Description automatically generated**Proposals Manager**

**Job Description**

**1. Job Details**

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| Job Title: | Proposals Manager | Job Family: | Management, Specialist & Administration |
| Line Manager: | Head of Enterprise | Grade: | 7 |
| Part Time/Full Time: | Full Time, Mon to Fri – 37 hrs per week | Salary Range: | £44,263-£49,794 |

**2. Job Purpose**

Through ownership and management of the proposal development process, the jobholder will:

* Deliver the preparation and submission, to strict deadlines, of high-quality tenders / bids which meet client requirements, in response to SAMS Enterprise business opportunities.
* Secure profitable contracts/service orders in the most commercially advantageous terms for SAMS Group, in line with its commercial objectives and targets, whilst contributing to the delivery of high service levels which achieve consistent client satisfaction.
* As a member of the Enterprise management team, the jobholder will support the Head of Enterprise and contribute to the smooth management of the Enterprise function by, *inter alia*, participating in strategic planning and financial forecasting, by seeking to identify solutions to business challenges, by providing clear leadership and managing the performance of reporting staff and participating in client facing and business development activities to help generate leads and win new clients.

**3. Main Responsibilities**

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| --- | --- | --- | --- |
| *Description* | | *Approx. %*  *of time* | |
| *Preparation of bids and proposals* | | **63%** | |
| Prepare costs and pricing for proposals which meet both client requirements and Enterprise strategic objectives and target margins.  22% | | | |
| Prepare and review proposal presentations for approval by the Head of Enterprise.  20% | | | |
| Review and interpret proposal requirements ensuring that customer requirements are clearly understood and establish bid/ no bid decision.  10% | | | |
| Liaise with other SAMS Group functions (TRM, BD & Marketing, Project Management, QA), SAMS’ internal departments, Heads of Departments, Principal Investigators, other scientific and support staff to discuss and prepare input to proposal construction and to secure contributions to overall bids.  7% | | | |
| Participate in client facing activities to help generate leads and win new clients; represent SAMS at domestic and international events including conferences and exhibitions.  4% | | | |
| *Management/Leadership* | | **27%** | |
| Manage the proposal development process from concept to presentation to customer ensuring that all proposals meet the customers’ value drivers, clearly define the scope of work and services to both the customer and the internal delivery team.  10% | | | |
| Manage and motivate contributors to proposals to ensure that proposal activities are focused on winning orders and continuously improving conversion rates.  5% | | | |
| Support the Head of Enterprise and participate in the smooth management of the Enterprise Function.  5% | | | |
| Provide sound leadership and manage the performance and development of reporting staff. Provide mentoring and encourage staff engagement and retention.  5% | | | |
| Contribute to the development and implementation of SAMS’ business strategy. Contribute to financial forecasting and updates, as required.  2% | | | |
| *Compliance* | | **10%** | |
| Work with the Compliance Officer to review and construct contractual documents.  5% | | | |
| Liaise with Contracts, Finance, Quality Assurance and other functions, ensuring that governance and internal Standard Operating Procedure requirements are met.  4% | | | |
| Maintain registrations with appropriate authorities / bodies to ensure receipt of relevant EOIs, PQQs and Tender notifications.  1% | | | |
| *Ongoing* | |  | |
| Be pro-active in the application of SAMS Group Health & Safety procedures. | | | |
|  |  | |  |

**4. Planning and Organising**

* Plan tender reviews whilst developing multiple tender submissions.
* Develop own tender contributions whilst managing the timely input from other contributors.
* Lead task allocation to ensure that all actions are identified and assigned ownership, as required for the proposal construction process.

**5. Problem-Solving**

* At times of capacity constraint, to deal with tender review and construction, additional support is sought from colleagues or other solutions are considered before no bid decision is taken.
* Inadequate technical methodology input or misinterpretation of the technical requirement by scientific delivery staff can weaken a bid or create risks for Enterprise. This can be eliminated by having a clear executive summary with a clear interpretation of the client requirements.
* Lack of response by some Heads of Departments or PIs to tender documents or commercial enquiries can result in delayed response to clients or missing out on opportunities to bid. This is mitigated by timely follow-up and face to face discussion and by collaborative discussion with colleagues.

**6. Decision-Making**

* Make recommendations to the Head of Enterprise on bid / no bid decisions.
* Prioritise tenders when capacity is constrained and take a view on pricing / commercial terms in the absence of the Head of Enterprise.
* Prioritise and allocate work for the Proposals Administrator.

**7. Key Contacts/Relationships**

* Represent SAMS in client relations by telephone and e-communications, at client meetings and for client hospitality. Support representation at conferences and exhibitions, as availability allows.
* Represent SAMS in securing sub-contractor and / or equipment supply services and negotiating contract rates.
* Secure the support of Heads of Departments and scientific staff to assist in the interpretation of tender requirements and for their contributions to proposals.
* Head of Enterprise: briefing / updating; review of tenders and pricing.
* Assistant Contract & Tenders Manager: provides line management, cover in the job-holder’s absence and supports the development of proposals / tenders / quotations through the provision of advice, reviews and technical input as required.
* SAMS’ Compliance Manager & Company Secretary; for contract review and contract negotiation support.

**8. Knowledge, Skills and Experience needed for the Job**

* Ability to work under pressure, producing high quality output, including complex proposal documents, to tight deadlines.
* Good project management and time management skills**.**
* Strong planning and organisational skills, with the ability to gather, organise, interpret, and collate data from multiple sources.
* Excellent communicator and relationship builder.
* Creative with strong written and verbal communication skills.
* Self-motivated with the ability to engage the bid team to identify and develop winning proposal strategies.
* Extensive commercial experience and experience of costing and pricing to achieve pre-agreed margins.
* Good understanding of either public or private sector procurement strategies.
* Scientific understanding (degree in a scientific discipline).
* Excellent attention to detail and proof-reading skills.
* Requirement for flexibility, including willingness to work outside normal working hours to meet deadlines.
* Purchasing/commercial contract qualification (desirable).
* Experienced user of MS Office packages.
* Sound leadership and ability to motivate staff and manage their performance and development.

**9. Dimensions – Scope of role**

* The job-holder has direct reports including Assistant Contract & Tenders Manager.
* Can have up to 10 or more contributors to larger tenders, whose contributions have to be scoped, secured and managed to meet tender submission deadlines.
* The job affects all SAMS’ staff, since the role is pivotal in ensuring that the Enterprise Team meets its financial targets.
* The job-holder is responsible for helping to secure many of Enterprise contracts ranging in value from <£1k to >£700k (total value >£2,500k). The number and value of contracts is likely to increase in line with SAMS’ projected growth.
* Sales support for conferences / exhibitions and client interaction, as availability allows.

**10. Any other relevant information**

* This is a particularly pressured role, with incessant delivery deadlines, preparing often complex and technical proposals over a wide range of subject areas.
* There is a requirement to be sensitive to the sometimes-conflicting demands on colleagues, which often requires a diplomatic approach to problem solving.
* It is important that this role is supported by at least one reporting staff to ensure that Enterprise growth targets can be achieved, while striving to maintain the highest quality of tender submissions.

[WHAT SAMS CAN OFFER YOU (please right click and select ‘open in new tab’)](https://vimeo.com/411370772)

Our Values and culture

We strive to be a world-class marine science enterprise that underpins regional, national, and international policy, and societal action to secure healthy and sustainable oceans.

As a workforce, we have a strong family and team culture, helping each other to achieve our goals.

Remuneration

We offer a competitive salary and pension as well as employee benefits package. We also have a number of supportive policies to assist absence, family, and other leave types.

Career Goals

SAMS provides a supportive learning and career growth environment for those looking for that next step in their career or upskill in the workplace. This may be through opportunities to develop techniques, learn more about the science objectives for the group, gain some tutorial opportunities, as well as attend meetings and CPD events.

We’ll provide you with a good start as you join SAMS

SAMS provides an excellent induction which is a great introduction to the organisation, the facilities, your department and team, and provides that support that you need over the early months joining a new organisation. We will also provide you with office space, computing equipment and ensure this is ready for you on your first day of work.

Employee Benefits

In addition to a general remuneration package which includes a generous salary, pension, and sickness absence policy, we offer a number of employee benefits to our staff, some of which are listed below:

* Flexible & Hybrid working arrangements (up to 2 days working from home)
* A number of training and development CPD/courses to assist you with your career development – leadership, coaching and mentoring.
* Purchase of additional annual leave – up to 20 days per annum
* Offer a range of leave options to support you at all stages of life
* Access to shopping discounts as well as local shop and leisure discounted memberships
* Cycle to work scheme
* Purchase of technology
* Payroll Giving
* Salary Sacrifice – pensions
* Access to wellbeing portals which provide support for mental health, nutrition and fitness and GP referral scheme
* Occupational health support
* Welfare support on site
* Emergency Loan Scheme
* Sabbatical scheme
* Free car parking
* Electric car recharge points

SAMS have received a Youth Friendly Employer Badge 2023 – Bronze Award.

SAMS have received a Bronze Award through the Armed Forces Covenant Employer Recognition Scheme. We recognise the contribution that Service personnel, reservists, veterans, the cadet movement, and military families make to our organisation, our community and to the country. We will seek to uphold the principles of the Armed Forces Covenant through Education, training, and employment of veterans and Service spouses.

As an Academic Partner of the University of the Highlands & Islands (UHI), SAMS is designated as an educational establishment and subject to the provisions of the Protection of Children (Scotland) Act. Certain roles may be subject to a satisfactory check by Disclosure (Scotland) as a condition of their appointment.

Living and working in Oban and the surrounding area

Please see the following link for further information on living and working in Argyll & Bute - [ABplace2b](https://abplace2b.scot/)

Applications must include CV and Cover Letter and should be sent electronically to [recruitment@sams.ac.uk](mailto:recruitment@sams.ac.uk) quoting Job Ref. ‘SE8/23.MS’ in the subject line.

The closing date for applications is 28th March 2024

Interviews likely to be held in April 2024.

*Please note, we prefer to contact referees prior to interview*

Guidance for Applicants

Candidates must have the rights to work in the UK before applying or have an appropriate independent visa in place to work in the UK. We are unable to sponsor this role.

Check if you need a UK visa - GOV.UK (www.gov.uk)

Your application – what are we looking for?

We are looking for a full CV – please remember to document all your relevant work experience, listed with the most recent first. You should also include your educational achievements with your most recent qualification first.  You should include skills and competencies gained from previous employment or education which relate to our advertised position. Also, please include details of two referees, one referee at least from your current role, who we may contact if invited for interview.

We enjoy reading cover letters and these are an important part of the application. In the letter, connect your past accomplishments with the requirements listed in the job description. Focus on your most relevant experience, qualifications, and skills. Where possible, quantify your accomplishments with facts and data.

Useful links

* [How to write a flawless cover letter](https://career-advice.jobs.ac.uk/cv-and-cover-letter-advice/how-to-write-a-flawless-cover-letter-in-2020/) (please right click and select open in new tab)
* [How to write a CV](https://www.reed.co.uk/career-advice/how-to-write-a-cv/) (please right click and select open in new tab)A blue square with white text and a symbol on it

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