**Job Description - Assistant Contract and Tender Manager**

**1. Job Details**

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| Job Title: | Assistant Contract and Tender Manager | Department: | Enterprise |
| Line Manager: | Contract and Tender Manager | Grade: | 5 |
| Full Time/Part Time: | Full Time (37 hrs per week). Part Time (minimum 22 hours per week) could also be considered. | Duration of Appointment: | Permanent.  Fixed Term could be considered. |

**2. Job Purpose**

Working closely with and reporting to the Contract and Tender Manager, the job holder will support the administration, preparation and submission, to strict deadlines, of high-quality bids resulting in profitable contracts/ service orders in line with Enterprise’s commercial objectives and targets.

The postholder will also be expected to administer, review and develop contracts as appropriate; as well as contribute to the development of a robust contract and tender management function within Enterprise.

**3. Main Responsibilities**

Working closely with the Contracts and Tender Manager, administer and support the tender/proposal development/submission and contract development processes in all phases ensuring that these meet both customer value drivers and SAMS’ best interests, which includes the following:

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| *Responsibility Areas* | *Approx. %*  *of time* |
| Administering the contract and tender management function, making suggestions for policy and process improvements. | 30 |
| Assisting with/developing quotes/proposals/tenders pricing to balance client requirements and Enterprise’s strategic objectives/targets. | 30 |
| Assisting with/conducting the process of identifying, evaluating, and selecting appropriate opportunities to progress to submission development, including maintaining relevant registrations with appropriate authorities/bodies. | 15 |
| Working with the project management team and contributors to develop tender submissions and contractual terms as required, ensuring that these are focused on successful outcomes and continuously improving conversion rates. | 10 |
| Assisting with/conducting reviews/interpretation of proposal/tender requirements ensuring that customer needs are clearly understood and developing bid/no-bid decisions. | 10 |
| Liaising with internal functional areas (project management, contracts, finance, QA etc.) and other functions, ensuring compliance to governance and internal SOP requirements. | 5 |
| Be pro-active in the management of SAMS Health & Safety procedures | Ongoing |

**4. Key Authorities (Contract and Tender Manager)**

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| With support and guidance of the Contract and Tender Manager, develop and deliver all stages of the tender submission process including but not limited to administration, identification of opportunities, input on bid go/no-go decisions, contract development and pricing as required; with final decisions agreed with the Contract and Tender Manager or, in their absence, another member of the Enterprise management team. |
| Authorised delegation to approve and sign-off submissions up to £5k as appropriate. |
| Authority to engage with clients as needed to develop tender submissions and growing relationships with a view to future business growth opportunities. |
| Authority to engage support for Enterprise as required on a project basis and with sign off by Contract and Tender Manager. |
| Authority to engage with science staff to develop bid/no bid decisions and proposal opportunities as needed. |
| Support project delivery and Enterprise operations. |

**5. Planning and Organising**

* Administrative support and input into development of multiple concurrent quotes/proposals/tenders (submissions) and contracts.
* Develop own tender contributions whilst managing timely input from other contributors.
* Maintain clear follow-up protocols with contributors ensure timely input and submission under tight deadlines.
* Support and contribute to the development of the contract and quote/proposal/tender management function within Enterprise.
* Plan and manage own ongoing tasks and deliverables, as well as contributory efforts, prioritising and reprioritising as needed across multiple projects.

**6. Problem-Solving**

* Find and source appropriate opportunities, predominantly through public portals.
* Fully understand buyer/client requirements to inform bid/no-bid decisions for opportunities.
* Source and select appropriate information to inform the submission and contract development process.
* Identify and secure appropriate support from colleagues to develop and submit quotes/tenders/proposals as required.
* Understand and identify how to develop/improve the tender submission and contract development function within the operational processes (formal and informal) that exist across the SAMS.

**7. Decision-Making**

As appropriate provide input/assist with/conduct:

* Identification and selection of opportunities.
* Evaluation of opportunities, developing bid/no-bid decision recommendations that contribute to the wider SAMS’ strategic and operational priorities.
* Development of the tender and contract management function within Enterprise.
* Development of submission conditions, contract terms and pricing decisions.

**8. Key Contacts/Relationships**

* Work closely with the Contract and Tender Manager to administrate, deliver and develop the contract and tender management function within Enterprise.
* Work with Enterprise and SAMS staff as needed to contribute to the submission of successful submissions and projects.
* Represent SAMS in telephone and e-communications, and at client meetings.
* Represent SAMS in securing sub-contractor and/or equipment supply services and negotiating contract rates.

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

* Efficient, thorough, and process-orientated administrator.
* Some project management experience.
* Ability to maintain consistently highly standards when performing routine, repetitive administrative tasks.
* Ability to manage a varied workload and work under pressure to produce high quality outputs to tight deadlines with shifting priorities.
* Excellent, highly collaborative communicator with solid relationship building skills.
* Analytical with the ability to collate data from multiple sources, manage information and, appropriately interpretating contributions, and incorporating these into submissions and contract development.
* Excellent attention to detail with solid proof-reading/editing and writing skills.
* Experienced MS Office user with advanced MS Word and Excel skills.
* Self-motivated and resilient with the ability to engage at all levels across the wider SAMS group.
* Commercial acumen with experience in pricing.
* Experience of bid/tender/proposal development and management.
* Some understanding of procurement strategies.
* Understanding of and interest in applied marine science.

# **10. Dimensions – Scope of role**

* Can have up to five or more contributors to tender submissions, whose contributions must be scoped, defined and secured (in collaboration with the project management team) and managed; and then collated into a cohesive submission to meet deadlines.
* The role contributes to ensuring that the Enterprise team meets its financial targets and SAM’ strategic priorities.

**11. Any other Relevant Information**

* This is largely administrative role which can be pressured, delivering to tight delivery deadlines, often dependent input from various stakeholders (mostly colleagues).
* As stakeholder’s priorities do not always align, it is important that the successful applicant is able to maintain a diplomatic and delivery-focussed approach.
* Our ideal candidate would be flexible with a willingness to work outside normal working hours to meet deadlines when necessary.

The post holder may be required to perform duties other than those given in the job description for the post. The specific duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed**.** If normal duties of the post include going to sea (apart from small boats e.g. RHIB's) the applicant must be able to obtain the ENG1 medical certification and complete the STCW 95 Personal Survival Techniques training.

[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)
* Purchase of additional annual leave – up to 20 days per annum
* 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
* Access to CBT sessions
* Sabbatical scheme
* A number of training and development courses to assist you with your career development – leadership, coaching and mentoring.

SAMS’ commitment to gender equality has been recognised, as our institute was presented with an Athena SWAN (Scientific Women’s Academic Network) Bronze Award. SAMS is currently working towards a silver award.

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.

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. ‘SE5/22.CH’ in the subject line.

The closing date for applications 26th May 2023

Interviews will be held by the end of June 2023

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

Guidance for Applicants

Candidates must have the rights to work in the 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 you most recent qualification first.  You should include skills and competencies gained from previous employment or education. This should be specific to the job description.  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)