**Assistant Contract and Tender Manager**

**Location:** SAMS Enterprise, Malin House, Oban

**Contract Type:**Permanent (fixed term could be considered)

**Working Pattern:**Full Time (37hrs), part time (minimum 22hrs could be considered)

**Salary Range:** £29,619 – £39,745 depending on experience and skill level.

**Our Ideal Candidate**

As a highly motivated business professional, with excellent communication and organisational skills, you will enjoy the challenge of contributing to the preparation and submission of commercial tenders, bids and business proposals to facilitate commercial access to our cutting edge marine science consultancy. You will be experienced in the collation of data and identification of resources to create impactful, winning tenders and proposals. You will be flexible and motivated to understand and deliver to customer requirements. You will have an impeccable eye for detail and the ability to work to tight deadlines.

**The Role**

Working closely with the Contract and Tender Manager, the jobholder will support the management, preparation and submission, to strict deadlines, of high-quality bids/tenders/proposals (collectively tender submissions) that meet client requirements and successfully progress to profitable contracts/ service orders in the most commercially advantageous terms for SAMS in line with its commercial objectives and targets.

The post holder will also be expected to input to the development and management of contracts as appropriate and support the Contract and Tender Manager in developing a robust tender management function within SAMS Enterprise.

You will be a skilled, scientifically/technically minded wordsmith with a track record of winning contracts from public sector, research and innovation and industry clients. You will be pragmatic, practical and diplomatic in developing winning solutions with colleagues and collaborators.

This role sits within SAMS Enterprise, the commercial subsidiary of SAMS.

Where a candidate is appointed at the higher end of the pay scale/higher grading, their duties and responsibilities will be more in depth and will be adjusted to reflect this. These adjustments will be agreed on appointment.

**Support**

You will work closely with the Contract and Tender Manager and will have support of the wider SAMS Enterprise team. You will also interact with our Research teams to assist your success in this role.

**Interested?**

We would love to hear from you. If you have queries on the job and would like to talk these through before applying, please email these through, in the first instance, to Charlotte Heijnis - [charlotte.heijnis@sams-enterprise.com](mailto:charlotte.heijnis@sams-enterprise.com)

For more information, please visit [www.sams.ac.uk/vacancies](http://www.sams.ac.uk/vacancies)

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 heading.

Closing date for applications is **20th March 2023** – Interviews will be held by end of March.

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

**1. Job Details**

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| Job Title: | Assistant Contract and Tender Manager | Department: | Enterprise |
| Line Manager: | Contract and Tender Manager | Grade: | 5 or 6 (depending on experience) |
| Full Time/Part Time: | Full time. OR  Part time (min 22 hours pw) considered for the appropriate candidate. | Duration of appointment: | Permanent, fixed term could be considered. |

**2. Job Purpose**

Working in support of the Contract and Tender Manager, the jobholder will support the management, preparation and submission, to strict deadlines, of high-quality bids/tenders/proposals (collectively tender submissions) that meet client requirements and successfully progress to profitable contracts/service orders in the most commercially advantageous terms for SAMS in line with its commercial objectives and targets.

The post holder will also be expected to input to the development and management of contracts as appropriate and support the Contract and Tender Manager in developing a robust tender management function within SAMS Enterprise.

**3. Main Responsibilities**

Administration and support of the tender 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* | | Assist with the process of identifying, evaluating and selecting appropriate opportunities to progress to tender submission development, including maintaining relevant registrations with appropriate authorities/bodies. | 15% | | Assist with administering and developing the tender submission management function as an integral part of the SAMS Enterprise. | 15% | | Assist with the review and interpretation of tender requirements ensuring that customer requirements are clearly understood and developing bid/no-bid decisions. | 10% | | Work with the project management team and tender contributors to develop tender submissions and contractual terms, ensuring that that these are focused on successful outcomes and continuously improving conversion rates. | 20% | | Assist with tender pricing to balance client requirements and Enterprise’s strategic objectives and target margins. | 30% | | Liaise with internal functional areas (project management, contracts, finance, QA etc.) and other functions, ensuring that governance and internal SOP requirements are met. | 10% | | Be pro-active in the management of SAMS Health & Safety procedures | Ongoing | |  |
| Where a candidate is appointed at the higher end of the pay scale/higher grading, their duties and responsibilities will be more in depth and will be adjusted to reflect this. These adjustments will be agreed on appointment. |  |

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

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| Input to whether to proceed or decline on Enterprise opportunities following appropriate consultation with the project management team and relevant research colleagues; and as appropriate, other Enterprise colleagues. |
| Authorised delegation to approve and sign off tenders up to £10k as appropriate. |
| Authority to engage with clients as required to develop tender submissions and growing relationships with a view to future business growth opportunities. |
| Under the 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. Final decisions discussed and agreed with Contract and Tender Manager or, in their absence, another member of the Enterprise management team. |
| Authority to engage legal advice and 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 identify and develop proposal opportunities as required. |
| Supporting project delivery through interaction with project managers, including balancing business growth with capacity of the Enterprise team and supporting tender and contract development and decision-making. |

**5. Planning and Organising**

* Support, administration and input into development of multiple concurrent tender submissions.
* Develop own tender contributions whilst managing timely input from other contributors.
* Support and contribute to the development of the tender submission and contract management function within SAMS Enterprise.
* Maintain clear follow-up protocols with contributors to consultancy tender submissions to ensure timely input and submission.

**6. Problem-Solving**

* Sourcing and selection of appropriate information to inform the tender submission and contract development process.
* Identification and securing of appropriate support from colleagues to consider alternative solutions to inform bid/no-bid decisions.
* Understand and identify how to progress tender submission and contract development processes within the processes (formal and informal) that exist across the SAMS.

**7. Decision-Making**

* Assist with the identification and selection of opportunity sources.
* Input into development of the tender submission and contract management functions within SAMS Enterprise.
* Input into opportunity evaluation and bid/no-bid decisions.
* Input into tender submission conditions, contract terms and pricing decisions.

**8. Key Contacts/Relationships**

* Work closely with the Contract and Tender Manager to develop the tender management function within SAMS Enterprise, all stages of the tender submission process, highly quality submissions and contract development.
* Represent SAMS in client relations by telephone and e-communications and at client meetings.
* Represent SAMS in securing sub-contractor and/or equipment supply services and negotiating contract rates.
* Help secure, in collaboration with the project management team, QA, the support of HoDs and scientific staff to assist in the interpretation of tender submission requirements and coordinate resulting contributions.
* SAMS’ Compliance Officer; for contract review and contract negotiation support.

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

* Experience of bid/tender/proposal development and management.
* 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 tender submissions to tight deadlines.
* Project management experience.
* Good time management skills with strong planning and organisational skills.
* Excellent, highly collaborative communicator with solid relationship building skills.
* Creative with strong written and verbal communication skills, with the ability to collate data from multiple sources, manage the information and, appropriately interpretating contributions and incorporating these into tender submissions and contract development.
* Analytical with excellent attention to detail and solid proof-reading skills.
* Self-motivated with the ability to engage at all levels across the wider SAMS group to identify and develop winning tender submissions.
* Commercial acumen with experience in pricing developing.
* Understanding of either public or private sector procurement strategies.
* Understanding of and interest in applied marine science.
* Requirement for flexibility, including willingness to work outside normal working hours to meet deadlines when necessary.
* Experienced MS Office user.
* Continuous learning and improvement mindset.

# **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 to meet tender submission deadlines.
* The role contributes to ensuring that the Enterprise Team meets its financial targets.

**11. Any other relevant information**

* This is a pressured role, with tight delivery deadlines, contributing to 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 requires a diplomatic approach to problem solving.

The post holder may be required to perform duties other than those given in the job description for the post. The particular 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 the 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.