

Bid Manager - Healthcare

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Company: Shaw Healthcare

Location: United Kingdom

Category: other-general

Position: Bid Manager

Location: St Mellons, Cardiff, CF3 0LT (Hybrid working)

Salary: up to 65k Plus monthly car allowance of £425

Hours: 37.5

Contract : Full time

28 days annual leave including bank holidays

Employee Ownership Trust

Onsite parking

Enrolment to NEST pension

Retail/Leisure/Holiday and travel discounts

The Role

Shaw healthcare is a care provider operating circa 65 care homes and supported living services across the UK and is the largest employee owned healthcare company in the UK. Based in the head office in St Mellons, Cardiff an opportunity has arisen for a Bid Manager to work within the Commercial Department. Reporting to the Development and Commercial Director

Objectives

Coordinate the work of the Commercial and Development Team to ensure that Shaw healthcare develops a stable financial and service portfolio that allows for a platform for

expansion

Lead the Identification of customer requirements

Research potential business opportunities and developments including tenders, potential company or project acquisitions or relevant speculative development opportunities

Manage designated projects to ensure objectives are accomplished within prescribed timeframes and funding parameters.

Principal duties

General Management

Understand the legal requirements of relevant legislation and ensure the department complies; sharing best practice with other team members appropriately

Have a full understanding and working knowledge of all Shaw healthcare policies and procedures and ensure that all these policies are applied at all times

Ensure the security and confidentiality of records and information relating to the department.

Practice Expectations

New Business

Keep the organisation up to date on best practice, innovation and developments in the sector

Lead in preparation of Opportunity Evaluations with a full assessment of risks and opportunities

Lead in preparation and writing of tenders and framework applications

Lead tender interviews and presentations

Be accountable for the maintenance of the Tender Tracker of future, current and past opportunities

Be accountable for the maintenance of the database of contacts of Stakeholders including Directors of CCGs, Health Boards, specialist commissioners Local Authorities, Housing Associations, and Construction Companies

Research new business opportunities and initiatives and liaise with the Commercial and

Development Team on potential business and project acquisitions

Attend market engagement events and feedback risks and opportunities to the wider team

Be accountable for the maintenance of the Bid Library and analyse results and lead reviews

Create comprehensive proposals and detailed project plans, with success criteria / outcomes

Evaluate scores and results to feed into plans for future bids.

Existing Business

Support the Contracts Officer in the contracts process

Ensure expiring contracts are reviewed and planned for with key departments aware of dates

Provide commercial support on service redesign

Be accountable for the market research to inform the development of business cases.

Marketing and Promotion

Support the team to promote the organisation and increase the customer base

Lead in the growth and development of the business, through the support of various marketing exercises and work with the wider team

Promote the work of the organisation by attending and taking part in conferences and events that will offer opportunities for networking

Prepare information and content for presentations.

Essential Criteria

Experience of working with funder ICBs/CCGs, Local Authorities, Case Management and other healthcare professionals

Minimum of Degree Level Qualification or equivalent experience

Bid writing experience gained in relevant business development setting

Experience gained in a range of health and social care settings

Ability to prioritise work in an environment which has conflicting pressures and demands

Effective written and verbal communication skills

Ability to engage well with commissioners, partners, colleagues and other stakeholders

IT literate, including the use of basic range of software packages

Desirable Criteria

Additional, relevant qualifications in particular Project Management

Experience of effective management of resources and relationships

Valid driving license and use of own car for work purposes

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