



*Forward thinking*  
Straight talking

# ***Group Bid Manager***

JOB SPECIFICATION

Gateley /

<b>POSITION:</b>	Group Bid Manager
<b>LOCATION:</b>	Birmingham/Manchester/Nottingham
<b>CONTRACT TYPE:</b>	Permanent

## The *role*

Reporting to the Group Marketing Director, the Group Bid Manager will be responsible for supporting the Group to win profitable work through the sales and tender process.

The primary focus for this role will be supporting group-wide pitches, liaising with the new business platform specialists to secure the relevant content for these full-service or multi-disciplinary pitches, as well as picking up single discipline pitches where required.

You will take ownership of, and project manage proposals to ensure that responses 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 New Business and Marketing team will be integral to the success of this role.

You will be responsible for leading full-service bids and pitches on a national basis, as well as providing additional support to the wider business as required.

These tenders will include panel re-appointments across the Group, save for those within the Property Platform which are likely to be led by the Bid Manager for the Property Platform.

Responsibilities will include:

### Developing and sharing best practice

- Working collaboratively with the Bid Managers and New Business team across the wider business.
- Managing the group-wide pitch precedent bank, gathering best practice responses to commonly faced questions.
- Sharing examples of best practice and innovative ideas across the Group.
- Ensuring a consistent approach to bids is implemented across the Group helping to continuously improve our approach.

### Exploring opportunities

- Working with the New Business administrator, keeping track of opportunities across the group on tender portals and sharing those with the relevant New Business platform team for a decision where the opportunity is platform-specific or reviewing group-wide/ full-service opportunities where the opportunity is multi-disciplinary

### Scoping and evaluating bids

- Working with the Group Marketing Director and the Senior New Business Managers to guide the bid/no-bid decision.
- Working closely with fee earners to develop winning strategies and propositions for Group-wide bids.
- Carrying out research on clients and prospective clients.

#### Project managing bids

- Project managing responses to tenders, ensuring full compliance with 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.
- Coaching fee earners to help them prepare for presentations.

#### Follow up

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

#### Line management

- Managing the New Business Designer who will provide graphic design for all bids across the team.
- Managing the New Business Administrator who will provide admin support to the New Business team.

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 Senior Bid Manager on ad-hoc projects.

## The *team*

With 60 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 five years, reflecting the investment that the business has made in attracting and retaining exceptional marketing 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*

The role is suitable for those with experience of working in within a legal or professional services environment.

Candidates must be able to demonstrate the following skills:

- A minimum of 3 years' experience in a tender management role in a B2B environment, ideally in a legal or professional services business.
- In-depth business development experience, ideally in a law firm or professional services business.
- 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.
- Ability to work as part of a team.

- Attention to detail.
- Knowledge of CRM systems and online research tools.
- Excellent IT and numeracy skills.

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 carry out other ad hoc tasks as requested by Accounts.

## 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.

## *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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