



Job Specification

About the role:

Are you a proactive and strategic-thinking Bid Manager, looking for your next exciting challenge?

Our Bid Team is expanding, driven by year-on-year business and revenue growth and service diversification. The well-regarded Bid Team are responsible for a multimillion-pound opportunity pipeline and are a crucial resource to support Academia retain and secure new business from our customer base.

As a Bid Manager, you will be responsible for creating compelling bid responses across public and private sectors whilst managing the end-to-end process from qualification to submission.

Bid responses will involve selling Academia's hardware, software, cloud, creative and managed services solutions, working closely with the Sales and Technical Teams internally, as well as external vendor partners such as Apple and Adobe. The Bid Team are also responsible for managing Academia's multi-year framework agreements for government, wider public sector and education buyers.

The role will be reporting into the Head of Bids and Tenders, with a dotted line to the Board of Management.

The ideal candidate will have proven experience in bid writing and bid management in an IT environment.

Amongst other tasks, you will be responsible for the following tasks across the Group:

Your responsibilities will include (but not be limited to):

- Qualifying all opportunities, using a bid / no bid evaluation model.
- Presenting bid / no bid recommendations to the Chief Commercial Officer, Sales Director and Head of Bids and Tenders.
- Collaborating with the Marketing Team to create and update bid and proposal templates for use by the Sales, Commercial and Technical teams.
- Competently managing several internal and external stakeholders to deliver high-quality, compliant responses, following Academia's bid management process.
- Creating compelling win themes, incorporating differentiators and promoting Academia's strengths and value propositions throughout the written response.
- Project managing multiple winning bid responses, simultaneously.
- Drafting, creating and editing written and graphical content for responses to bids, tenders, mini-competitions and supplier due diligence questionnaires.
- Coordinating all post-bid activity, such as clarifications, requests for presentations, demonstrations, commercial and contractual negotiations.

- Daily monitoring of the central Bid Team inbox as the first point of contact, distributing opportunities and responding to customer and colleague queries in a timely manner.
- Managing and updating Academia's bid portal registration database.
- Maintaining the SharePoint central bid library of information, including model answers, policies, certificates, financial information, customer documents, bid responses, supplier questionnaires and contracts.
- Supporting the Head of Bids and Tenders with bid activity and win / loss performance statistics, in line with the Team's KPI's and Board reporting obligations.
- Assisting with the creation of customer case studies, for Academia's website and bid / proposal responses.
- Supporting the Compliance and HR functions to review and update policies, in line with ISO and legislative requirements.
- Actively assisting colleagues with business projects to drive growth strategies.
- Participating in and supporting company groups, such as the ESG, Wellbeing and Volunteering Committees.

Key Skills:

- Effective leader of virtual bid teams.
- A keen eye for detail.
- Comfortable with challenging the status quo.
- Strong work ethic and a self-starter.
- Excellent project manager.
- Highly organised under pressure.
- Competent communicator (both written and verbal).
- Sound commercial awareness.
- Strong literacy skills.
- Good working knowledge of e-procurement portals and frameworks.
- Proficient MS Office user, particularly MS Word and Teams.

Why Academia?

Academia are a rapidly growing Technology company with a strong footprint in the educational space. We specialise in supplying software, IT hardware, training and managed service solutions to both public and private sectors.

Established in 2003, we employ over 200 dedicated professionals across multiple locations throughout the UK with a group annual turnover of over £100m. Our growing customer base means we have now worked with every single university in the UK. Furthermore, as Ranked #1 supplier on many national frameworks, we are growing our provision more so to strengthen our position as a leading educational supplier.

Within the Academia Technology Group, we also have Charterhouse Muller (our recycling and repurposing company) as well as a new acquisition of Vital York (an MSP in York). We were acquired by Strive Capital in September of 2020, who have provided further support and financial strength to the company.

Benefits

- Gym membership contribution
- Health Cash Plan
- Increased annual leave with length of service
- Free annual leave on your birthday
- Length of service bonus
- Flexible working hours
- Hybrid working
- Free Will Writing service
- Borrow my doggie membership
- Life Insurance
- And much more