**Role Profile**

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| Job title | Bids & Tenders Manager |
| Reports to: | Head of Pharma Services |
| Grade: | B8 |
| Location: | Support Centre (Warwick) |

## Role Overview

## Lead tendering activity at AAH and deliver high quality, winning bids for new and existing contracts, enabling the business to collaborate effectively with our customers as part of the AAH tendering process and in line with business objectives and targets.

## Accountabilities

* Delivery of the Bids & Tenders team objectives and targets
* Submission of high-quality tenders to both upstream pharmaceutical manufacturers for distribution of their branded medicines, and to downstream customers such as the NHS and large community pharmacy chains for medicines supply
* Facilitate the AAH end-to-end tendering process, including pipeline management, pre-tender engagement, leading a bid project plan to submission including approval processes, and post-tender activity including results tracking
* Lead the writing, proof reading and formatting of tender responses with support from subject matter experts
* Continuous improvement of the tender processes to ensure they are best in class
* Work cross-functionally to maintain bank content tender responses and resources
* Weekly and monthly tenders reporting to senior management
* Stakeholder engagement at Senior Management & Board level to raise awareness of potential improvements in the AAH proposition and changes in tender requirements.
* Line management and development of an Assistant Bid Manager.
* Accountable for maintaining the AAH Contracts Database, with support from the Assistant Bid Manager
* Supporting the Head of Department in external meetings relevant to public affairs & industry regulation changes

## Experience and Qualifications

**Essential**

* Educated to degree level (or equivalent)
* 2 years’ experience in bid management or a role with experience if responding to tenders
* Strong organisational and communication skills
* UK driving license

**Desirable**

## Experience of working in the logistics/healthcare markets.

## Experience in APMP, PRINCE 2 or similar methodology/accreditation.

## Behaviors

* Demonstrates ICARE (Integrity, Customer First, Accountability, Responsibility and Excellence)

## Role Scope

## Reports into the Head of Pharma Services, this role works alongside another Bid Manager

## The role is based at our Support Centre located at The Woods, Opus 40, Haywood Road, Warwick, CV34 5AH but we operate a hybrid model meaning 50% of your time will be in the office and 50% of your time will be working from home

## A company car or allowance will be provided as part of your employment package and you will be invited to a company bonus scheme linked to your objectives

**Key stakeholders****:**

**External**

* Manufacturers and suppliers of branded medicines and devices
* Healthcare Distribution Association
* Department of Health & Social Care & NHS Organisations

**Internal**

* Chief Commercial Officer & Head of Pharma Services
* Strategic Account Managers
* Subject Matter Experts in Supply Chain, Operations, Finance, Marketing, Legal and I.T

## Diversity and Inclusion

At AAH, we don’t just accept difference — we celebrate it, we support it, and we encourage it for the benefit of our colleagues, our services, and our communities. Our aim is to embrace different viewpoints, opinions, thoughts, and ideas and encourage a culture of inclusion for customers, patients, and staff.

As a member of our team, it will be part of your role to:

* Encourage diversity and inclusion through your working practice
* To challenge and highlight discriminatory practices and processes
* To strive for a diverse and equal workplace

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| **Version Number** | **Date of change** | **Summary of change** |
| V2022/8 |  | 1. New Role
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Name of Employee in Role

Signature of Employee in Role

Date Signed

This role profile is a written statement of the essential characteristics of the job, with its principal accountabilities, skills, knowledge, and experience required. This is not intended to be a complete detailed account of all aspects of the duties involved.