

# Job Description: Bid Solutions Manager – SJS

Function:	Business Development – SJS
Job:	Bid Solution Manager – SJS
Position:	Bid Solution Manager
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Deputy Business Development Director
Additional reporting line to:	UK&I Business Development Director
Position location:	One Southampton Row, London (or home location, where T&Cs apply to certain individuals)

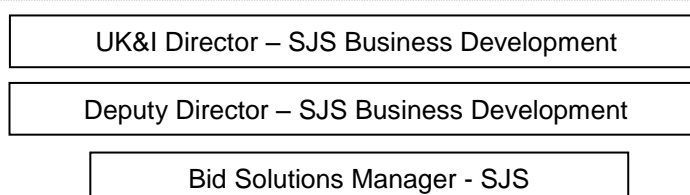
## 1. Purpose of the Job – State concisely the aim of the job.

- To contribute to the SJS Growth and Diversification Strategy through design, development and delivery of business solutions that lead to winning profitable contracts.

## 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY19:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics <ul style="list-style-type: none"><li>Achieve the In-Year and Full-Year growth targets set for Justice each financial year</li></ul>									

## 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



## 4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Identification of new areas of business; optimising relationships and pro-actively undertaking environmental scanning across the UK&I; communicating and developing proposals that are in synergy with our strategic growth and diversification ambitions
- Keep abreast of operational developments – issues and areas of excellence to inform business development activity; service solutions; potential partnership arrangements
- Research and analyse competitor and ‘friends’ of Sodexo activity across areas of responsibility to best inform our strategic and tactical approach to winning new business

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Lead on designated aspects of the segment strategic growth and diversification strategy as defined by the team Directorate
- Co-ordinate and manage bid preparation activity – design and development of service solutions in line with Commissioning Authority requirements and solutions that are congruent with Sodexo Sales Cycle and bidding requirements: Right Client, Right Terms
- Develop effective working relationships with key internal and external stakeholders
- Undertake bid management responsibilities as defined by the team Directorate
- Undertake research and analysis of areas within your responsibility, publish and communicate findings within Sodexo Justice Services as appropriate
- Keep updated on operational developments; business development and sales activity including personal development strategies that will maintain excellent level of output and bid success
- Undertake project activity as designated by line manager – pertinent to enhancing our segment knowledge & understanding of the industry, our corporate profile and in increasing opportunities for winning new business
- Maintain excellent working relationships with Business Support Team, Service Operations and Operational colleagues

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Achieve excellent feedback on bid responses submitted, and feedback from colleagues and external stakeholders on individual contribution to bid opportunities
- Develop portfolio of range of business models that are congruent with the SJS strategy; maintaining high level of accuracy, relativeness and usefulness of data that will support the wider team and growth
- Identify opportunities for growth / diversification that contribute to segment ambitions for growth through effective environmental scanning, liaison with operational and business support teams as well as involvement in external forums – raising Sodexo Justice Services profile

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Graduate calibre and/or related industry, professional qualification
- Experience of designing and implementing business solutions that inform delivery models for new and existing areas of our business
- Good working knowledge of Office platforms and general database and software packages e.g. Sodexo CRM system, SProject Online project management tool etc.
- Outstanding writing, editing and verbal communication
- Ability to lead and co-ordinate the activity of others in achieving end goal
- Ability to work under pressure and to strict deadlines
- Participate in all learning and development opportunities to enhance skills and overall contribution to the organisation
- Work on own initiative, optimising time and efforts to develop self and business
- Show high level of commitment and initiative to ensure winning submissions, and in developing relationships with others
- Maximise specialisms to the benefit of the business through working with others, building their capacity and skillset in your area of expertise
- Ability to work flexibly to best achieve growth for the segment

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<ul style="list-style-type: none"><li>■ <u>Growth, Client &amp; Customer Satisfaction / Quality of Services provided</u></li></ul>	<ul style="list-style-type: none"><li>■ <u>Relationship Management</u></li></ul>
<ul style="list-style-type: none"><li>■ Rigorous management of results</li></ul>	<ul style="list-style-type: none"><li>■ <u>Innovation and Change</u></li></ul>
<ul style="list-style-type: none"><li>■ <u>Brand Notoriety</u></li></ul>	<ul style="list-style-type: none"><li>■ Business Consulting</li></ul>
<ul style="list-style-type: none"><li>■ <u>Commercial Awareness</u></li></ul>	<ul style="list-style-type: none"><li>■ Operational Oversight</li></ul>
<ul style="list-style-type: none"><li>■ Research &amp; Analysis</li></ul>	
<ul style="list-style-type: none"><li>■ Personal Development</li></ul>	

**9. Management Approval** – To be completed by document owner

Version	3	Date	23 July 2018
Document Owner	Charlotte Pattison-Rideout		