

**PERSON SPECIFICATION**  
**POST: Bid/Business Development Manager**

	Essential	Desirable	Means of Assessment
<b>Skills, Knowledge, Aptitudes</b>	<ul style="list-style-type: none"> <li>● People person, with proven relationship building and influencing skills.</li> <li>● Excellent communication skills in both written and verbal</li> <li>● A great problem solver, with the drive to see things through to conclusion.</li> <li>● Leadership - able to lead a bid team to steer and respond to customer requests</li> <li>● Commercial Awareness; able to identify and drive new sales opportunities and forecast potential</li> <li>● Aptitude for learning</li> <li>● Creative and innovative thinking</li> <li>● Strategic thinking - capable of devising a successful strategy for winning bids, monitoring success and managing change to improve performance.</li> <li>● Attention to detail</li> <li>● Negotiation &amp; closing skills</li> <li>● Capable of writing commercial and technical proposals</li> <li>● Research - into market trends</li> </ul>		<ul style="list-style-type: none"> <li>● CV</li> <li>● Interview</li> <li>● Assessment</li> <li>● Examples of previous proposals submitted for other employers</li> <li>● Bid conversion rate</li> </ul>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>● Project Management</li> <li>● Degree qualified</li> </ul>	<ul style="list-style-type: none"> <li>● Qualification in Bid Management such as from Association of Proposal Management Professionals (<a href="#">APMP</a>)</li> <li>● Able to speak a second language</li> </ul>	<ul style="list-style-type: none"> <li>● Interview</li> <li>● Assessment</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Proven Bid Management experience - min 3 years</li> <li>● Proven Sales or Business Development experience</li> <li>● Proven experience working with customers at Director level</li> </ul>	<ul style="list-style-type: none"> <li>● Previous experience in the Military sector</li> <li>● Gas detection Industry</li> </ul>	<ul style="list-style-type: none"> <li>● Interview</li> <li>● Assessment</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>● Able to travel</li> <li>● Able to gain SC level clearance</li> </ul>		

