

Tenders, Proposals and Contracts Manager

Hammersmith, UK

Permanent

£50,000 per annum

Who we are

At iPLATO we are more than a tech company. We are revolutionising the health care industry. We are committed to delivering powerful digital solutions that improve lives and to have fun while doing it. Serving millions of patients and thousands of healthcare professionals every day we are a leader in Health Tech. Across this network our digital solutions enable data driven patient engagement, personalised online consultation powered by machine learning and patient support to people living with diabetes, hypertension and epilepsy. Our aim is to connect patients and transform healthcare.

About the role:

This is a new position created to manage the large number of tenders and proposals that we are submitting for multiple products in the NHS. We believe that we may not access all tenders where we could bid, that we sometimes miss deadlines and that we do not track win:loss in a systematic manner.

The Manager will be responsible for horizon scanning and highlighting opportunities to management and ensuring we meet deadlines. The role will also ensure that we keep a library of answers and will work with Marketing and Product teams to keep abreast of new products.

In addition, this person will ensure all written proposals for contracts and tenders are accurate, timely, factual, and relevant to the audience. The position will liaise with Finance to ensure that fiscal quotations attached to the proposals are correct and with Sales to ensure pricing is correctly submitted.

The position will also be responsible for quotation preparation, preparing and organising statistics related to value proposition and creating the quotation document itself.

The main responsibilities will be to:

- Review tendering portals for opportunities
- Manage formal bid submission process
- Maintain a library of 'standard' responses
- Review win:loss and managing feedback
- Review of information about demands and proposal preparations
- Clarify bid conditions and management of the tender preparation
- Monitor the bid management in order to ensure it is aligned with the organization's requirements
- Contribute to cost and price calculations
- Coordinate tender reviews and deadlines and adjust them to the frameworks given by the customers
- Produce proposals outside of tenders' process where we are only supplier
- Keep abreast of OJEU and other contract related regulations
- Help produce documentation for joint bids with partner organisations.

What we are looking for:

Essential:

- Degree in Business Studies, Economics or any other field related to the position
- Practical experience in a similar position would be advantageous
- Strong time-management and organizational skills
- Ability to coordinate several tasks at the same time
- Well-developed negotiation skills
- Good level of knowledge of Excel
- Understanding of pricing models
- Some exposure (work/life) to healthcare systems and understand how they operate
- An eye for detail and accuracy
- Gets a sense of pride from delivering quality output

- Calm under pressure
- Ability to handle multiple stakeholders
- Understand working in a fast-growing company
- Ability to handle multiple projects and keep firm priorities
- Able to simplify, complex situations

Above all, we want someone that shares our core principles. These are:

- We are Patient Centred
- We can be Trusted
- We can Deliver Quality
- We are Passionate
- We aim High

What we offer

- An annual individual training budget of up to £1000 linked to your objectives for your role
- 25 days holiday plus bank holidays
- Company Share Option scheme and travel loan after probation is passed
- An amazing team and fun social calendar
- An opportunity for career development

No agencies

If you are looking to make a difference and help transform the healthcare industry, please forward your CV and covering letter to careers@iplato.com ensuring that you write in the subject field **“Tenders, Proposals and Contracts Manager.”** By applying to this role you are confirming you have read and agree to our privacy notice which can be found [here](#). If you have not heard within 2 weeks of application, please presume you have not been successful.