



Bid Co-Ordinator, Executive Education

Hybrid (two days per week onsite), Egrove Park, Kennington and Park End Street and Hayes House, Oxford

Grade 5: £31,459 - £36,616 per annum including the Oxford University Weighting of £1,500 per annum

Permanent, full time (36.5 hours per week)

Saïd Business School, University of Oxford



The role

The Bid Co-Ordinator (BC) supports the Commercial Bid Management (CBM) team through all stages of qualifying, scoping and bidding for new Executive Education opportunities for the School. The CBM team typically produces several new business proposals each week working alongside the Executive Education (EE) Sales Team. These are often significantly sized documents of thirty or more pages requiring the gathering and preparation of copy, materials, content, graphics, diagrams and illustrations which the BC is central to collating and preparing for submission. In producing these proposals, the role has responsibility for coordinating and gathering inputs, content and material from multiple sources across EE Learning, Innovation and Impact team, the Business School and wider University, plus external parties such as Associate Fellows and specialist contributors, all to submit winning proposals to strict deadlines.

The responsibilities of the role fall broadly into three elements for which the BC is expected to take a lead:

- Responding to direct enquiries for new and existing clients for Executive Education programmes, this includes management of dedicated email inboxes. This may require communication directly with the organisation or via an online procurement portal. The undertaking of Due Diligence of prospective clients, using online tools and applications. Working in a team environment with the allocated Sales team and the CBM to understand the requirements to respond appropriately.
- Supporting the Sales and CBM team in sourcing, managing and producing content to be included in proposal response documentation, which can often be from multiple stakeholders across EE Learning, Innovation and Impact team, the Business School and wider University plus external parties. The primary aim is to drive and support the winning of new business for the School in line with its corporate values and strict governance procedures.
- The creation, ongoing development and maintenance of proposal response materials within the proposal content library, this including statements of contributor experience, biographies, case studies, supporting graphics and illustrations, and School credibility documentation to support the proposals and bids submitted.

Responsibilities

Proposal Development

- Producing proposal support documentation throughout the project lifecycle. This includes the receipt, acknowledgement and circulation of proposal invitations, the retrieval of supporting information via online sources, and monitoring the progress of bids and proposals.
- Assisting with the submission of clarification and project scoping questions, proposals and supporting documents via online services, and maintaining the School's access to online resources to ensure awareness of new business opportunities in the marketplace that the School may wish to pursue.
- Gathering information from across the School and its network to support various documents and proposals including Pre-Qualification Questionnaires (PQQ), Expressions of Interest (EOI), Requests for Proposals (RFP) and Invitations to Quote (ITQ). This to include; organisational statistics and charts, employer and insurance statistics, 'green' credentials and carbon management statistics, financial reports and legal data (compliance, insurance, ownership and membership documentation).
- Preparing initial drafts of document layouts, using pre-defined templates as well as creating new material content to support the Sales and CBM team with the production of outline bids and full response proposals. Using existing data to pre-populate draft proposal documents by repurposing existing materials to assist the team in increasing the throughput of proposals and bid documents. Providing a sense check on all pre-bid and proposal documents before sharing with Sales/CBM.



Responsibility for maintaining the content library of up-to-date information on all key and current topics to optimise the production of bid and proposal responses.

Development and maintenance of bid, proposal and marketing collateral

- Ensuring all bids and the proposal process builds and enhances the reputation of the school as a provider of Executive Education as set out by the school's strategy, corporate values and the definition of its distinctive client experience.
- Developing and maintaining materials to support the proposal process, including the initial presentation of the Schools capabilities, case studies and other marketing collateral and biographies of Faculty and proposal contributors.
- Experimenting with a variety of traditional and new methods for content into proposals. Working in conjunction with other Executive Education colleagues to ensure the materials and collateral remain up to date to support the 'winning' bid process.
- Managing the tracking and recording of new business opportunities through Salesforce the School's CRM system.

Selection criteria

Essential selection criteria

- Proven experience in clerical and administrative tasks within a fast-paced, deadline-driven environment, supporting internal operations and teams rather than client interactions.
- Exceptional attention to detail and the ability to proofread large and complex bid documents compiled by multiple contributors, ensuring consistency and accuracy
- Ability to build relationships and stakeholder management between Sales and Bid team, to

facilitate smooth collaboration and operational efficiency

- Ability to manage workload, with support, and managing the demands and expectations of others within the wider team
- Excellent document and file management skills demonstrating a high degree of organisation and logic
- Ability to work on a multiplicity of tasks with competing deadlines, and to organise and prioritise own work, including coping with unpredictable volumes of work during busy periods, all focused on internal processes.
- A demonstrable level of pro-activity and the ability to take the initiative
- A complete team player, flexibility in all senses and willing, on occasion, to work outside regular hours
- Self-motivated and resilient, extremely calm under pressure and exhibits a resourceful nature when challenging needs dictate, especially during internal operational challenges.
- Education to A level or equivalent standard

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at <https://www.jobs.ox.ac.uk/pre-employment-checks>.



About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit www.ox.ac.uk/about/organisation.

Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business school, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate people for successful business careers, and as a community seek to tackle world-scale problems.

We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom

and open programmes and accredited diplomas for executives, and we undertake ground-breaking research that transform individuals, organisations, business practice and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.

We seek to be a world-class business school community, embedded in a world-class University, tackling world-scale problems.

Sustainability

Saïd Business School is committed to the highest standards of environmental sustainability, preserving the planet for future generations and acting in a socially sustainable manner. As an employee you are expected to uphold these commitments in accordance with our Environmental Policy. You can learn more about our organisation's sustainability efforts at: <https://www.sbs.ox.ac.uk/about-us/school/sustainability>.

Diversity and Inclusion

Oxford Saïd is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish.

Oxford Saïd holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.



Our Values

To better understand our Values, what behaviours demonstrate them and how they are involved in your everyday work we have created the below descriptors.

Transformational

We challenge constructively, provoke thought, and influence and inspire others to develop.

Respectful

We are caring, supportive, appreciative, embrace difference and value each other's opinions.

Entrepreneurial

We embrace and encourage change and innovation. We are creative, flexible and brave.

Collaborative

We are stronger together. We are inclusive, approachable, listen to others and value good communication.

Purposeful

We are a community who believe in sustainable growth, and are responsible, principled and transparent.

Excellence

We are professional, focused and aligned, and have a responsibility to do the very best we can.

Wellbeing

Saïd Business School acknowledge the importance of wellbeing, in enabling people to thrive at work and ensure a work-life balance. It provides a number of initiatives to help support wellbeing and would encourage you to participate. At an individual level, wellbeing means recognising what helps us remain resilient and taking appropriate steps. If we experience difficulties, doing our best to rectify them and making our line manager aware of aspects that they could support us with.

Further information about Saïd Business School is available at www.sbs.oxford.edu.

Social Sciences

Oxford Saïd is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit <https://www.socsci.ox.ac.uk>.



Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>.

The University's Policy on Data Protection is available at <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.



Oxford Saïd Exclusive Benefits

Wellbeing initiatives

Oxford Saïd runs an annual Wellbeing Day for all staff. In addition to this, there is yoga, healthy food deliveries, health MOTs and a range of other ad hoc programmes. Our excellent catering facilities provide a high standard of food, including healthy eating and vegetarian options at a subsidised cost.

Staff Summer and Christmas parties

Oxford Saïd like to reward all of their staff for their great work and their Christmas and Summer parties are our way of saying thank you. The Christmas party is for all staff and the summer party is for staff and their immediate family members, because we know how important family is to all of us.

Employee Assistance provider

Validium is an employee assistance and wellbeing consultancy that works in partnership with the Business School to provide staff and their immediate family with a free 24-hour per day helpline providing confidential information and counselling services on personal issues.

University of Oxford Benefits

Annual leave

38 days (inc. public holidays). Long service additional annual leave – up to 5 days per annum, pro rata for part time employees. Previous service within higher education sector can be recognised. An additional scheme enables staff to request to purchase up to 10 additional days in each holiday year.

Salary and salary sacrifice schemes

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic. Additionally, there are salary sacrifice schemes for bicycles and electric cars. See <https://hr.admin.ox.ac.uk/staff-benefits>.

Pension

If you are on an academic or academic related pay scale (grade 6 or above), you are automatically a member of USS. Employer contribution is 14.5% and Employee contribution is 6.1%.

If you are on a pay scale other than academic or academic related (grade 1-5) you are automatically a member of OSPS. Employee contribution can be between 4%- 8% and Employer contribution 6%-10%.

University discounts

All University staff can purchase a NUS Extra discount card for £12 for 12 months (£22 for 2 years, £32 for 3 years) which gives access to numerous exclusive offers and discounts from many popular retailers. There are a wide range of other discounts from external companies available using a university card.

University Club

Membership of the University Club is free for all University staff. The University Club offers social, sporting and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Access to Oxford buildings

Free access to a number of Oxford colleges, Botanic Gardens, Harcourt Arboretum, Wytham Woods and discount at numerous restaurants/shops.





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www.sbs.oxford.edu

All information is correct at the time of going to press.

Please check our website for the most up-to-date information.

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