

ROLE PROFILE

Job Title	PharmaCo Bid Manager
Business Area	Commercial
Function within Business Area	Pharma Services
Department within Function	PMS
Reports to (Job Title)	Director of Commercial & Pharma Services
Main Location	Hybrid (Runcorn/Home) With additional Travel required to Manufacturers & Depot Sites
Country	UK

1. DIMENSIONS

Responsibility for People	Direct Reports (# and roles)	Indirect Reports (# and roles)
	N/a	N/a
Budget Responsibility	Details of budget responsibility	Value of budget responsibility
	Pharma Services Marketing Budget	N/a
Organisation (Group role of BUCF)	PMS	
Geography (Detail of geographic responsibilities)		
Communication - customers, suppliers and stakeholders	Internal	External
	<ul style="list-style-type: none"> Commercial, Finance, Marketing, Quality, Supply Chain, Digital, Numark, PSUK & Sales. Commercial Colleagues in Phoenix Europe 	<ul style="list-style-type: none"> Key Manufacturer Clients. Manufacturer Client Sales & Marketing contacts. Prospect decision-makers. Market opinion leaders. External Data Providers.

2. PURPOSE OF ROLE

Summary	<p>Responsible for driving growth and profitability of Pharma Services within Phoenix UK across multiple channels for both Upstream Manufacturer Clients & Downstream Customers.</p> <p>The Bid Manager is responsible for managing the entire bid process, from finding and assessing potential tender opportunities to developing and submitting high-quality proposals for securing contracts and new business.</p> <p>Ensure we are Manufacturer Clients' first choice by developing a 'Best in Class' approach to our Pharma Services Proposition. Constantly seeking opportunities to offer superior value and service.</p> <p>Ensuring the implementation of the PharmaCo proposition is simple for both Manufacturer Clients & Downstream Customers through digital innovation whilst determining & executing a Marketing Communication Trade Plan to fully support all activity, achieving maximum impact to increase our market share and grow loyalty.</p>
----------------	---

3. KEY RESPONSIBILITIES

<p>A. Key Responsibilities/Accountabilities</p>	<p>Opportunity Identification: Locating and qualifying tender opportunities within the pharmaceutical or broader healthcare sector. #</p> <p>Bid Strategy: Developing winning strategies for proposals and ensuring they align with the organisation's commercial goals.</p> <p>Proposal Development: Project managing the entire proposal writing process, co-ordinating with various teams, and ensuring all aspects of the submission are high-quality and compliant with requirements.</p> <p>Project Management: Overseeing the complex and fast-paced bid process from start to finish, often juggling multiple bids simultaneously.</p> <p>Quality Assurance: Ensuring the final bid submission is error-free and meets all client specifications and compliance requirements.</p> <p>Creation of Tender Library to simplify the tendering & contracting processes along with Manufacturer onboarding processes.</p> <p>Acting as the UK Pharma Services Lead, engage with wider Commercial & Business Development teams across Europe to analyse opportunities & new income streams to support our 'Joint Commercial Programme'.</p> <p>Create an innovative Marketing & Communication Trade Plan to drive Phoenix Brand Awareness internally & externally to ultimately drive market presence.</p> <p>Create a Pharma Services Digital Strategy encompassing future development of existing tools such as Partnerweb & CRM, whilst looking to adopt and introduce new digital tools to drive performance across the category upstream.</p> <p>Work collaboratively across the business to ensure that our Pharma Services proposition is easy to implement, and processes exist.</p>
<p>B. Key Activities</p>	<ul style="list-style-type: none"> • Identify a programme of commercial opportunities for all Manufacturer Partners. • Managing and influencing a wide selection of internal and external stakeholders to deliver against objectives. • Identify areas of improvement that would make the Pharma Services proposition easier to implement in multiple channels. • Quick & accurate decision making to respond to change in the implementation of the Pharma Services proposition and market • Interface with all CFBUs and the Marketing Team to drive revenue opportunities and service challenges that have been identified. • Review and identify strategies for further enhancing and improving upstream relationships.

4. CAPABILITIES

	<p>Must have</p>	<p>Good to have</p>
--	-------------------------	----------------------------

<p>Skills, specialist skills, education, qualifications, training and knowledge required for the role</p>	<ul style="list-style-type: none"> • Able to deliver real change through others - strong influencing skills, a creator of natural tension, good communication skills with all levels of the business, influencing stakeholders from CEO to store colleagues, buyers and third-party partners. • Strong leadership skills with successful track record of developing people & spotting talent. • Analytical and strategic thinking skills • Exceptional stakeholder management skills to develop good relationships with Clients, managing their expectations and needs to ensure satisfaction. 	<ul style="list-style-type: none"> • A broad business leader able to develop balanced plans, which the business can afford to deliver. • Experience of implementation and management of business analysis, pricing, commercial programmes and reporting within policy and strategic boundaries. • Experience managing multiple B2B pharma relationships. • Experience with syndicated data sources like IQVIA. • Bid Management Experience.
--	--	--

5. BEHAVIOURS/COMPETENCIES

<p>Must have behaviours</p>	<ul style="list-style-type: none"> • Interpersonal ability to support developing relations with upstream partners as well as internal relationships. • Ability to influence and collaborate across functions and levels. • Communication: Strong verbal and written skills for coordinating teams and crafting compelling proposal documents. • Analytical Mind: The ability to critically analyse tender requirements and develop effective bid strategies. • Project Management: The capacity to manage complex projects, often under tight deadlines. • Commercial Acumen: A strong understanding of commercial strategy and business development to identify and pursue profitable opportunities.
------------------------------------	--