

CCS Media Recruitment: Contracts & Tenders / Analytical Bid Assistant.

Chesterfield (Head Office) with Agile Working

Overview

The Public Sector Division at CCS Media is currently structured with a Public Sector & Framework Manager plus a Contracts and Tenders Team. The Contracts & Tenders Team manages incoming opportunities via framework portals and the wider sales audience direct. The current annual financial outcomes of this activity equates to £50m revenue, with an expectation to develop and grow this wallet share significantly over the next five years, with the business as a whole seeking a 2027 annual revenue in total of £500m+.

The Position:

Ideally based within the CCS Media Chesterfield Head Office location, the successful candidate will be responsible for (but not limited to):

- Supporting the Head of Public Sector and wider Senior Management Team on all Public Sector business activities.
- Day to day involvement with the Contract & Tenders Team.
- Analysing and allocating incoming opportunities via portals to most suitable CCSM responder.
- Ensuring Bid submissions are correctly posted, within published deadlines.
- Acting as prime contact for Framework Category Leads, attending meetings, promoting closer working and developing future workload.
- Implement the decisions and wishes of the Head of Public Sector & Senior Management Team.
- Cascading information and initiating change where required.
- Planning ahead and advising the business unit on actions needed to meet the changing landscape of the industry.
- Developing the resources needed to meet them.
- Promoting the Public Sector interests of the business to the CCS Media Group and escalate other solutions that may benefit to CCS Media as we develop and grow and challenge the business processes in place to improve our systems.

Areas of Responsibility:

The position will involve the following areas of responsibility:

- Proactively researching UK and EU procurement law relevance and changes, in line with the CCS Media's growth plan.
- Researching suitability of Frameworks both live and future to align with the correct internal support to apply for.
- Working closely with and providing the Contracts & Tenders team assistance where required.
- Assisting with Bid submission orchestration, writing and management.
- Peer reviews of written responses prior submission.
- Ensuring appropriate communications regards deadlines and submissions are shared and met.
- Responsible for updating and tracking accurate records of Frameworks applicable to the CCS Media business areas.
- Fully understanding which Frameworks, Lots, Products and Services are available to the sales teams.
- Overseeing and assisting with pre-engagement of Framework Lets, ITT's, PQQ's, RFP's, and involvement in compiling responses where resources require.
- Ensuring the Bid Library is up to date and accessible to the appropriate people, plus adding to data any additions you feel are needed from previous knowledge & experience.
- Oversee the correct Framework Fee charges are recorded accurate and up to date.
- Maintain a positive and strong business relationship with external Framework category leads and senior influencers, including off site external meetings where required.
- Assisting the Head Public Sector with Vendor partner resourcing, reporting, management and categorising the opportunities these partnerships will attract.
- Ensuring knowledge of the agreed criteria and liabilities under any joint venture Framework with partners.
- Attend external events representing CCS Media, such as BETT, Procurex Wales. Public Contracts Scotland when requested.

Office Applications in Use

- CRM
- Excel
- PowerPoint
- Word
- Plus others

Key Skills:

- Strong knowledge of Public Sector and Framework background
- Proven bid writing skills & project completion within Public Sector and Frameworks environments.
- Good process background
- Able to work well under pressure
- Having a high attention to detail
- Project planning skills would be a benefit
- Proactive vs reactive work ethic

Special Requirements:

- Adhere to company protocol as laid out in the Company Handbook
- Additional responsibilities as requested by the Head of Public Sector.

Hours of Work:

- The hours of work are 9.00am – 5.00pm Monday to Friday with 1 hour for lunch.
- Whilst agile working is available Monday to Thursday the preferential place of work would be within the CCS Media Chesterfield Head Office.

Future Prospects

An opportunity to develop your career within and established and rapidly growing business. Personal and career/management development opportunities for the right candidate such as training of interest and the opportunity to move into senior roles.

CCS Media

ccsmedia.com
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Why CCS Media:

CCS Media is a Technology and Supplies Reseller with over 40 years of experience delivering first-class IT solutions and services to organisations of every kind across the UK and beyond.

Our network of 12 Offices and 1 Warehouse and Logistics Configuration centre, secures unrivalled nationwide scale for supply and service, matched with the comfort of local presence. We work with more than 2,000 manufacturer partners and sell more than 1.3 million products as part of the solutions we deliver to our 14,000 customers.

In 2022, we achieved revenues over £281m also we are delighted to have been awarded 2 Stars for Best Companies Outstanding to Work For, Technology's 50 Best Companies to Work For, The UK's 100 Best Large Companies to Work For and 5 regional Best Companies awards.

Statement:

This job description is issued as a guideline to assist you in your duties, it is not exhaustive, and we would be pleased to discuss any constructive comments you may have. Because of the evolving nature and changing demands of our business this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description, and according to the needs of the company.

Benefits:

- Pension Scheme
- Personal Development
- Agile working
- Death in service benefit
- Staff referral scheme
- Your Birthday as Holiday
- Length of Service awards
- Bupa employee assistance program
- Regular Incentives

Please email Claire Walker (claire.walker@ccsmedia.com) if you are interested in the position or have any questions about the role. The team is based in Chesterfield, and training will be on-site at Head Office. The role supports agile working and may require periods working from Head Office with the rest of the team.