



Health Innovation
Yorkshire & Humber

**Transforming Lives
Through Innovation**



Bid Manager

July 2025



Health Innovation Yorkshire & Humber

Bid Manager - Recruitment Pack

including Job description and Person Specification

If you want to make a difference in Yorkshire and the Humber – and beyond – you have come to the right place. We need determined and passionate people to work with us to deliver our wide range of programmes. We want people who look at our values and think..yes, that's just where I want to be!

We use our skills, knowledge, networks and relationships to understand the system and patient needs locally and regionally. We develop projects, programmes and initiatives that reflect the diversity of our local population and its healthcare challenges.

You'll be joining a committed and high performing team that focuses on patient outcomes and supporting the people of Yorkshire and the Humber. We are committed to creating and sustaining a positive and inclusive working environment for all our employees to ensure our work and our workforce represent the communities we serve.

How To Apply

This is a full-time, permanent post.

If you are interested in the role and meet the requirements in the person specification, please apply by sending **a CV and a 1 page covering letter** explaining why the role interests you and why you want to work with us.

The CV and covering letter should be emailed to hr@healthinnovationyh.com no later than 12 noon on **Friday 18th July 2025**.

Late applications will not be accepted.



Our values

Our values are the things that we hold dear and are important to us, reflecting how we work and who we are collectively. Through our behaviours, we apply these values internally to create a supportive and innovative culture and enable high impact collaborations with external partners and stakeholders.



Stronger Together

We're confident in the results we can achieve when we're united with our colleagues, stakeholders and partners.

We are: **Connected, Trusting and Honest partners**



Always Learning

Every day's a school day. We constantly develop ways to excel and work tirelessly to build our expertise.

We are: **Switched-on, Improvers and Grafters**



People People

We love catching up for a cuppa and a natter but, more than that, we're curious to learn more about other people's perspectives.

We are: **Caring, Inclusive and Open-minded**



Energetic Pioneers

We find new things and ideas that can make a difference to the health and prosperity of our region. This is what gets us out of bed in the morning.

We are: **Adventurous, Passionate and Resourceful**

Purpose



**Transform lives
through innovation**



Vision

**Improve the health and prosperity
of our region by unlocking the
potential of new ideas**

5-year mission



Our knowledge,
skills, and expertise
will demonstrate that we
are world leaders in unlocking
innovation to address current
and future health, economic,
and societal challenges.



Our 5-year strategic aims

Our strategic aims provide direction and focus for us as an organisation, supporting progress towards our mission. They provide greater detail on the 5-year ambition of the organisation, whilst providing a framework for decision-making and resource allocation.



Strengthening our foundations

Investment in our future starts at our heart. By continuing to invest in, and develop our people's skills and leadership, we will be equipped for further growth.



Enhance our role and reputation

We hold a unique role as trusted thought leaders with global reach. We'll use this position to drive lasting change and improve life outcomes by empowering our communities.



Be fit for the future

We will ensure our ways of working are innovative, agile, and continually challenge the status quo. We will equip ourselves to better identify and respond to societal challenges of the future.



Foster connections

Our continued commitment to collaboration will strengthen strategic partnerships for the benefit of our population. We will ensure visibility of our work and its impact to foster advocacy and grow new business.



Grow our region

We will lead the way in promoting Yorkshire and the Humber and its assets to create a thriving, globally-connected innovation ecosystem. We commit to growing and diversifying our role to accelerate economic growth and prosperity, recognising our own success contributes to the region's success.



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What we give:

- Salary between £54,359 - £60,069 per annum, depending on experience
- Flexible and agile working – hybrid working between home and office plus other locations as required
- 25 days holiday + statutory days
- 3 extra days to take between Christmas/New Year bank holidays
- Holiday buy-back scheme via salary sacrifice
- Contributory matched pension (up to 10%)
- Learning and Development opportunities
- Open-plan head office in Wakefield at the side of Junction39 of the M1
- Free parking at the head office
- All-staff away days
- Wellbeing programme
- Employee Assistance Programme/Mental Health First Aiders
- Electric Car Scheme
- Social events
- Financial Wellbeing Programme





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Bid Manager Job Description

Health Innovation Yorkshire & Humber is seeking an experienced and motivated **Bid Manager** to join our internal commercial team. This is an excellent opportunity to play a central role in shaping and securing funding and commercial partnerships that support health and care innovation across the region.

You will lead the end-to-end bid process for strategic funding and procurement opportunities, particularly those related to the NHS, local authorities, and research and innovation funders. You'll work collaboratively across our organisation—partnering with colleagues in business development, delivery, evaluation, finance, and leadership—to produce compelling, high-quality, and compliant bids.

We are looking for someone who brings deep experience in public sector bidding, particularly within the health and care ecosystem, and who can manage multiple priorities with minimal supervision. This is a highly networked and autonomous role, ideally suited to someone who thrives in a fast-paced and mission-driven environment.

Key Responsibilities

- **Identify Business Opportunities:** Proactively scan the market for new business opportunities. Lead the full lifecycle of bid development—from opportunity identification and qualification through to submission and lessons learned.
- **Bid Strategy:** Develop and implement effective bid strategies, including leading bid strategy meetings and reviewing competitive information.
- **Content Development:** Create compelling, customer-focused proposals by collaborating with business development, marketing, and subject matter experts, Heads of Portfolio, Project Managers to gather necessary information.
- **Bid Coordination:** Develop tailored bid plans and timelines, coordinating internal contributors and subject matter experts. Manage the quality and coherence of written submissions, ensuring clarity, compliance, and alignment with customer requirements.
- **Presentation:** Present bids to clients and stakeholders, ensuring clarity and professionalism.





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- **Relationship Building:** Support internal stakeholders to develop robust content and value propositions. Provide support to colleagues across the organisation involved in proposal development.
- **Compliance:** Facilitate internal governance and approvals in line with organisational and partner requirements.
- **Content:** Maintain and develop core content and templates for future proposals.
- **Post-Bid Analysis:** Track and manage bid outcomes, conduct post-bid reviews, and provide feedback to the team to identify areas for continuous improvement.

Education and Professional development

- Take every reasonable opportunity to maintain and improve professional knowledge.
- Develop own skills and knowledge and provide information to others to help individual and team development.
- Participate in personal objective settings and review, including a personal development plan.

Special Requirements:

- You may on occasion be required to work irregular hours in accordance with the needs of the role
- You will routinely be expected to travel across the region, London and other locations to meet with members of the YH Health Innovation team, project stakeholders and others.

Health and Safety

- Ensure that you remain compliant with health and safety regulations and accepted safe practice at all times. Report any health and safety issues or contraventions witnessed anywhere within the business to your Manager or in their absence a Director
- Work efficiently and responsibly within all areas of the Company in a safe manner sharing good practice with colleagues.





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General

- You will contribute to continuous improvement of working practices
- You will comply with all policies and procedures within the Company
- Carry out all duties with regards to and ensuring equal opportunities and work with all employees within the Company in the fulfilment of our aims and objectives.

Bid Manager Person Specification (if not stated otherwise, the specification is essential)

Qualifications

- Educated to degree level or equivalent in relevant subject or equivalent relevant experience
- APMP Foundation certification or equivalent bid management training – (Desirable)

Knowledge & Experience

- At least 5 years' experience managing public sector bids, ideally within the health, research, or innovation landscape
- Strong understanding of public procurement, including NHS frameworks and relevant legislation (e.g. Procurement Act 2023, PCR 2015)
- Familiarity with funding and procurement platforms used across the NHS and wider public sector
- An understanding of healthcare innovation and its impact on systems and patients.
- Experience with NHS and research funding streams (e.g. NIHR, SBRI, ICB-led tenders) – (Desirable)
- Experience of co-ordinating large scale grant applications including as lead applicant and via a consortium
- Experience of working with sub-contractors as part of tender /grant applications





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- Demonstrable experience of being able to build and maintain excellent relationships with a range of internal and external stakeholders
- Experience supporting knowledge sharing through bid reviews, webinars, or internal training – (Desirable)

Qualities and abilities

- Excellent writing, editing, and communication skills, with the ability to craft persuasive responses aligned to commissioner priorities
- Confidence working across dispersed teams and influencing stakeholders at all levels
- Strong organisational skills, attention to detail, and ability to manage multiple projects to tight deadlines
- Strong proficiency in MS Office (Word, Excel, PowerPoint); experience with proposal software and CRM tools is desirable.
- Comfortable with a fast paced environment and managing complex applications within tight deadlines

