

## JOB DESCRIPTION

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<b>Job Title:</b>	Associate Tender Analyst
<b>Business Unit:</b>	UK and Ireland Region
<b>Department:</b>	Pricing, Contracting & Tender Management
<b>Reports To:</b>	Senior / Principal Tender Analyst

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### **Main Purpose of Job:**

Effectively manage the tender process, ensuring all Pre-Qualification Questionnaire and Tender responses are produced to the highest possible standard, with absolute accuracy, and are submitted on time, every time.

Work collaboratively with the business to strategically manage and contribute to the overall contract management landscape. Provide information and analysis that facilitate business decisions.

Play an active role in the wider Pricing team, embracing change and supporting new initiatives.

Maintain relationships with key individuals at all levels, both internally (sales teams, Marketing Managers, business leaders) and externally (Procurement in Trusts and Hubs)

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### **Main Duties / Responsibilities:**

#### **Partnering & Strategic Management of Contracts**

- Work with Product Managers to gain understanding of all Medtronic products and their respective market places. Keep abreast of business, product portfolio and marketing development.
- Produce and analyze data to support scenario analysis and strategy definition
- Assist with departmental and cross-functional personnel on assigned projects related to process improvement, training, and initiatives
- Produce usage reports to confirm contracted volumes have been met before changing prices, to ensure correct band prices are applied.
- Business partner with all operational teams within the organization.
- Ad hoc tasks, projects and work as needed

#### **Tendering & Contracting**

- Total management of the tender process, including expression of interest in forthcoming contract opportunities, completion of Pre-Qualification Questionnaires, and high-quality Tender submissions, in a timely manner.
- Manage expectations and partner with the Sales and Business Managers to collate tender responses and tender debrief.

- Respond to all Tender enquiries originating from both the MDT businesses and the purchasing body.
  - Effective navigation across differing tender portals
  - Contract Management; process new contract awards and contract extensions, and respond to any contract enquiries.
  - Contract Price Management - load contract prices into pricing system and also ensure all pricing in relation to contract extensions is loaded and managed accurately and in a timely manner.
  - Review of any potential list price increases on existing contracts and quotes. Provide customer analysis and detailed reports in relation to contract pricing, categorizing customers by relevant contractual terms.
  - Effectively manage expiring prices/contracts to ensure that there is no interruption to the order process
  - Investigate any discrepancies between prices quoted by our customers, and those loaded on our systems. Respond quickly to enable shipment of products, and proactively analyse recurring root causes to drive efficiency gains
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### **JOB QUALIFICATIONS:**

#### **Requirements:**

#### **Preferences:**

#### **Knowledge/Education**

- University degree or equivalent
- University degree in Business, Finance, Law, or equivalent

## **Experience/Skills/Competencies**

- Significant work experience in tendering and contracting in a commercial environment (sales and marketing, distribution or operations environment)
- Good organizational and analytical skills and priority management.
- Business Partnering
- Ability to build strong and credible relationships with the business and fellow employees.
- Excellent computer skills, in particular spreadsheets in Excel.
- Excellent communication and interpersonal skills.
- Experience in a healthcare environment.
- Experience within Procurement team at a NHS Trust or similar organization
- Knowledge of SAP or equivalent

## **Attributes**

- Can work autonomously, but is also a team player.
- Self-motivated, ambitious and positive.
- Outgoing and friendly, with a “can do” attitude
- Able to work under pressure to meet tight deadlines.
- Inquisitive, and open to new ideas and ways of working.

## **Physical Requirements**

- Some travel and overtime may be required depending on business needs.
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