

Job Description

Job Title:	Bid Writer
Division:	Business Support
Reports to:	Head of Bids
Direct Reports:	N/A
Main Interfaces	Senior Bid Manager, Bid Co-ordinator, Bid Assistant, MDs, Operational Managers

Overall Purpose

The primary responsibility of this role is to support the development of new business and new opportunities. Working closely with Business Development, client services teams, and clients, this role will focus on planning, writing and developing bids from initial P.Q.Q to full and final submission and effectively driving the company's proposition and solutions through client facing documentation and presentations, delivered to the highest standard and on brand.

Key Tasks / Activities / Responsibilities

- Experience in aspects of the day-to-day management of the bid writing process
- To ensure that growth and renewal targets are met
- Disseminate/extract technical information and write in plain, well written English
- Assure all aspects of the bid, ensuring all outcomes are adequately described in each submission stage both in terms of content and presentation
- Manage interaction with contracting body/stakeholders throughout the bid process
- Support Business Development in identifying and working on business growth
- Taking responsibility for the bids, including planning the bid, hosting Kick off meetings, planning and coordinating the written response documentation and sharing knowledge throughout the company
- Consult with Business Development, and Client Services to interpret the client specific solution or service offering and produce a persuasive sales document and/or presentation
- To create, audit and dispatch quality tender bids to agreed deadlines
- Ensure document content is compliant and validated to meet legislation, procedures, products, solutions and policies
- Ensure bids are completed with integrity and have internal authority approval
- Attend pre and post submission presentations/meetings
- Develop and maintain a good working relationship with the client
- Develop and maintain a good working relationship with the business units
- Providing clients with high quality documents, attentive to their needs
- Develop and implement a 'winning work' system that key target contract opportunities are won and divisional growth targets are met
- Contribute to continually update of bid library

Person Specification

Key Knowledge

- Professional writing (i.e., structuring of information, writing within word count, conceptualisation of diagrams etc); write effective, concise and compelling content while under pressure for deadlines
- Preferably qualified to degree level or similar

Key Skills

- Excellent written and verbal communication skills
- Excellent bid writing skills
- IT literate
- Systems driven
- Proactive
- Exceptional people and interpersonal skills
- Able to quickly build relationships
- Ability to multi-task
- Problem-solving
- Ability to work to and meet deadlines

Key Experience

- Experience in bidding
- Experience in the social housing or other construction sector

Other Key Information

- Attention to detail
- Organised
- Goal driven
- Very process driven
- Team Player
- All staff have a personal responsibility and accountability to Axis to ensure that their day to day activities adhere to the Sustainability Policy Statement and Plan and minimise the impact upon the environment.
- It is the responsibility of all staff to ensure that their day to day activities embrace sustainability and reduce the impact upon the environment by minimise waste and maximise recycling; saving energy; minimise water usage and report any electrical faults, water leakage or other environmental concerns to the facilities or line manager.

I have read and understood the provisions of this job description.

I understand that this document forms part of my employment and I hereby confirm my agreement with its provisions.

Name:

Signature:

Date: