

<b>Job Title:</b>	<b>Bid Writer</b>
<b>Department:</b>	Business Development
<b>Reporting to:</b>	Bid Manager
<b>Responsible for (staff):</b>	N/A
<b>Location:</b>	Redditch
<b>General Purpose of Role:</b>	Provide a comprehensive HR administration and advisory service to colleagues and managers.

### ACCOUNTABILITIES

- Daily management of the business development inbox
- Daily monitoring of Tenders Direct to identify opportunities in line with pre-agreed parameters
- Ownership and completion of Pre-Qualification Questionnaires and supplier registration forms
- Daily liaison with key stakeholders to understand the ongoing submission requirements of opportunities
- Daily management and administration of the shared business development folders
- Coordinate the administration of bid related activities (compiling presentations, coordination of internal and external stakeholders, active contribution towards bid related meetings)
- Writing creative and innovative bids tailored to the requirements of each client that incorporate best practice from existing partnerships and the wider industry
- Receipt and distribution of all clarification questions relating to a bid / new business opportunities
- To ensure the timely submission of all documents relating to bid submissions
- Contribute towards ongoing bid related projects (e.g. management of the bid library)
- Completion of necessary forms for of all new business / bid related opportunities and projects in accordance with GTG
- Ongoing research of clients, competitors, market trends and innovation
- Attend bidders days, market testing sessions and client workshops to aid the Business Development strategy

### KNOWLEDGE AND SKILLS

- Experienced Bid Writer preferably with experience of the Facilities Management sector
- Educated to degree level
- APMP accreditation would be advantageous
- Ambitious and driven individual
- Great communicator with proven writing skills
- Proven track record and experience of compiling creative and innovative bids tailored to the requirements of each business opportunity
- This person will have excellent commercial awareness and business acumen
- Coupled with the ability to lead by example, act decisively and adapt to change

### VALUES & BEHAVIOURS

Do it **SIMPLY**:

- Improve every day – provide sustainable, workable and lasting solutions to challenges
- Strive for efficiency – work in an uncomplicated manner, using language and terminology that can be understood by all

Do it **WELL**:

- Act safely and responsibly – safety first and at the forefront of everything you do
- Excel at customer service – find solutions that meet, where possible exceed expectations

Do it **WITH PASSION**:

- Perform with pride and purpose – act as a positive role model to others
- Value each other – be open and transparent and respect the views of others

**OTHER FACTORS**

- Occasional travel may be necessary so a Full UK driving licence is required.