

Job Code: Bid Writer

Reporting to: Regional Partnerships Director

Purpose: To produce quality and cohesive bid documentation that meets the needs the needs of the opportunity and maximises the chances of success

Achieving Results

- The timely completion of Pre-Qualification Questionnaires (PQQs) and Tenders in conjunction with other members of the Bid Team, as well as the Operational, Commercial and Business Development teams.
- Tracking business opportunities and updating associated information, with a key focus on work in progress, submitted PQQs and Tenders, success rates and secured work for the current month and financial year to date.
- Build a detailed understanding of the social housing industry and the regions different abilities and offerings.
- Identify, develop and incorporate new ideas and best practice into the process to drive bidding innovation and improve success rates

Managing the Process

Assisting in the preparation and submission of documents & reports

- Prepare and present for submission PQQs, tenders and other bid documentation and support materials for site visits, interviews and mobilisation.
- Assimilate and edit information and write clear, focussed and logical proposal material to tight deadlines and to give sufficient time for review and approval
- Tracking opportunities through the OJEU process/otherwise as agreed
- Participation in regular meetings to review current PQQs and Tenders, agree priorities, and identify future/upcoming opportunities
- Design, coordinate and write proposal material for allocated projects/sections, ensuring consistency of style, content and message throughout the proposal and conformance to customer specification and the company's commercial policy and business philosophy.
- Understand the regions Client base such that tender documents can be reflective of the specific Client and remove generic offerings.
- Work with the Business Development Manager/Regional Partnerships Director to seek innovative solutions to customer requirements to produce bespoke solutions and variant offers.
- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

Service First

Build a detailed record of Clients and contacts, needs and strategic objectives

- Use the CRM to log all client contacts and our interaction with them.
- Maintain accurate and current documentation in line with company policies and standards, including the maintenance of the Proposal Library

- Identify, in liaison with the Regional Business Development Manager, Bid Team and Operational team, key issues and expectations and ensure our solutions to these are included within the proposal submission.

Liaise with internal and external Clients by various methods of communication

- Attendance and active involvement in Bid Launch/Mid Bid review meetings to agree strategy, review progress and ensure timely and successful completion
- Attendance and participation in conferences, exhibitions, seminars and presentations as required.
- Pursue opportunities and enquiries via telephone, letter and face to face meetings as necessary.
- Seek feedback on all completed submissions - successful and unsuccessful - in order to continually improve the company's bid offering/approach

Service First

Every individual across the business has a responsibility to work in accordance with the Service First Principles

Health and Safety

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Equality & Diversity

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Delivering Quality

Comply with LIMS procedures relating to Business Development

- Familiarise self with the process flow charts and ensure that any action for which you are responsible is carried out at the appropriate time.
- Keep the LIBMS procedure manual updated with all amendments issued periodically.
- Encourage and promote adherence to LIBMS and the wider Bid Process by the virtual Bid Team and all stakeholders involved.
- Ensure PQQ and tender submissions are detailed, accurate, and reflective of the Lovell offering, and that they are free from errors and discrepancies - ensuring compliance with customer requirements as a minimum, with a focus on deriving a compelling, customer-focused proposal.
- Ensure quality standards are met in line with the relevant regulatory and technical standards and business practices

Managing People

Comply with Lovell Policy and Employment Legislations, relating to;

- Recruitment
- Induction
- Discipline & Grievance
- Health, Safety and Welfare

- Absence Management

Regularly Communicate

- Daily, weekly and monthly communication with various wider company personnel, ranging from Business Development and Marketing staff through to Operational and Commercial teams.

Give and Receive Feedback

- Regularly discuss progress with the bid manager through one-to-one's.
- Use the mechanisms are in place for the timely identification, feedback and incorporation of new practices to improve delivery of bids and proposals

Support Learning and Development

- Support all training initiatives that will assist meet the overall objective

Technical Skills and Knowledge - Ideally:
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	Basic	Intermediate	Advanced
Microsoft Word			
Microsoft Excel			
Microsoft Power Point			
Microsoft Outlook			
Microsoft Publisher			
Adobe InDesign			
Form & develop relationships with key Clients			
Form & develop relationships with supply chain partners			
Knowledge & understanding of KPI's, Customer Charter, Benchmarking and continuous improvement practices			
Knowledge & understanding of different forms of contracts			
Knowledge & understanding of existing partnering projects			
Knowledge & understanding of Government Legislation & Policy relating to business activities			
Knowledge & Understanding of research methodologies			
Knowledge & understanding of public funding sources and leverage			
Knowledge & understanding of various procurement routes, i.e., PFI, LSVT, ALMO, Regen Co. JVC,			

Training Matrix

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site on INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.