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| <b>Job Code</b>      | <b>Bid Writer</b>   |
| <b>Reporting to:</b> | Regional Partnerships Director  |
| <b>Purpose:</b>      | Responsible for understanding and writing construction specific responses for PQQ, framework and tender submissions whilst working to strict deadlines to achieve the company's regional Growth Plan. |

#### Achieving Results

- Work with the Bid Team to source, collate and win competitive tenders for the region.
- Display a creative flair in writing and ensure high standards of accuracy and document control against working to strict deadlines.
- Create high quality proposal documents, including co-ordinating and editing written content as well as graphical design using InDesign software.
- Write, edit, proof read quality submission documents.
- Compile Regional Project Case Studies, Community Newsletters and other marketing material.

#### Managing the Process

**Manage the completion of individual tender applications where appropriate, including:**

- To draft and write PQQ and/or bid submission responses using persuasive and positive language.
- To lead storyboard sessions with wider bid team members to develop coherent and tailored responses.
- To read and understand PQQ, framework or tender submissions documents, proof read material and provide technical writing skills.
- To identify and re-work existing pre-written content in line with specific questions which are bespoke to individual client requirements.
- To re-write and edit proposal responses from a variety of stakeholders, typically involving contributions from sales, operations, commercial, customer and community.
- To research and write highly specific responses which generally are technical/ construction and/or client focused in nature.
- To carry out research on clients and projects to aid and tailor the written responses.
- To interview team members to help formulate responses, attending site visits if necessary to aid responses.
- To deliver completed written proposal responses to the Partnerships Director within agreed deadlines.
- To apply client bid feedback to future responses driving continuous improvement.
- To accurately and effectively proof-read all copy to be used in Lovell's marketing and communications materials.

## Service First

- Support and assist personnel across region in a writing capacity with high quality bid writing accurate communications.
- Provide advice and guidance to the region on content requirements and sourcing material.
- Facilitate the sharing of best practice across regions and national bid team.
- Focus and commitment to putting the customer at the heart of the business

## Delivering Quality

### Market and promote the activities and profile of Lovell

- Produce, edit, proof-read and enhance bid responses.
- Excellent technical and creative writing ability, screen editing and produce visual /graphics to enhance text
- Demonstrate a commitment to the principles of Equal Opportunities at all times.
- Support and interact with the Business Development Team, offer suggestions, innovation and ways to continuously improve.
- Manage and update Bid Library and images.

## Technical Skills and Knowledge

|   | Basic | Intermediate | Advanced |
|---|-------|--------------|----------|
| Microsoft Office  |       |              |          |
| Microsoft Outlook   |       |              |          |
| InDesign/Photoshop/Graphic Design   |       |              |          |
| Knowledge of this role's industry best practices  |       |              |          |
| English language/English literature   |       |              |          |
| Experience of journalism/marketing  |       |              |          |
| Experience of bid writing, bid assessments and editing/proof reading bid responses                  |       |              |          |
| Industry specific knowledge of Bid Writer roles and responsibilities within the construction market |       |              |          |

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|---|--|--|--|
| Exceptional writing, editing, copy-writing and proof reading skills               |  |  |  |
| Ability to work to tight deadlines whilst producing an excellent standard of work |  |  |  |
| Experience of managing a diverse workload, time management and multiple projects. |  |  |  |
| Innovative and creative   |  |  |  |
| Exceptionally well organised.   |  |  |  |

### TRAINING MATRIX

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

### Qualifications

Evidence of higher education is normally required for this role.  
Strong evidence of good language and grammar is mandatory.