

Job Code **Bid Writer (Refurb)**

Reporting to: Regional Refurbishment Director

Purpose: To produce and oversee the quality side of winning tender submissions that are concise and compelling to read.
Compose bespoke bid responses/submissions that are of the highest quality to maximise our bid opportunities.
Assist in all the activities necessary to achieve the business objectives by fulfilling the bid writing function and producing professional, compelling and high-quality bid submissions.

Achieving Results

- KPIs to be agreed. - Bid Success Rates, Quality Scores from Customer Feedback

Managing the Process

Preparation and submission of documents

- Preparation and submission of Supplier Questionnaires, Tenders and Bid Documentation.
- Developing and writing appropriate quality answers
- Obtaining, analysing and presenting Lovell facts and figures to support bid submissions
- Co-ordinate the production of promotional brochures, newsletters, press releases and exhibition material.
- Through research and analysis to provide key support material for bid submissions.
- Provide feedback to the BDM on areas for improvement including operational areas to strengthen bid process and submissions.

Bid Management/Writing

- Developing Win Themes and Bid Strategies
- Update and improve bid library
- Co-ordinate lessons learnt sessions to aid continuous improvement
- Facilitate strategy meetings, interview preparation meetings and debriefs

Administration

- Arranging bid team meetings
- Electronic filing and typing
- Information management and dissemination to the correct person.

Team membership responsibility

- Close liaison with other members of the Business Development Team.
- Tracking tender opportunities and reporting these to the BD Team.
- Clear understanding and knowledge of other departments' roles, company processes, systems and projects

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 are carried out at the appropriate time.
- Keep the LIMS procedure manual updated with all amendments issued periodically.

Serving the Customer (Internal and External)

Liaise with internal and external Clients by various methods of communication

- Fielding telephone enquiries, making appointments and responding to routine written correspondence.

Maintain a database of Clients and contacts

- Using the Business Development/CRM database to log all contacts and our activity with them.

Delivering Quality

Market and promote the activities and profile of Lovell

- Produce, edit, proof-read and enhance bid responses.
- Demonstrate excellent technical and creative writing ability and screen editing
- Produce visuals /graphics to enhance text
- Demonstrate a commitment to the principles of Equal Opportunities at all times.
- Support for the BDM team as required.
- Produce pipeline reports

Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Microsoft Word			
Microsoft Excel			
Microsoft Outlook/Teams			
Microsoft Power Point			
InDesign/Visio/Publisher			
Form & develop relationships with Clients and supply chain partners			
Knowledge & understanding of existing planned maintenance in social housing			
Knowledge & understanding of Government Legislation & Policy relating to planned maintenance in			

social housing			
Knowledge & Understanding of research methodologies			
Knowledge and experience in bid writing, bid assessments and editing/proof reading bid responses.			
Knowledge & understanding of public funding sources and leverage			
Knowledge & understanding of various procurement routes.			

TRAINING MATRIX

A training matrix for this role, which includes all the compulsory training 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.
 Membership of Association of Proposal Management Professions (APMP) desired.
 Strong evidence of good language and grammar is mandatory.
 A high level of IT literacy will be required.