Job Description Template

## Job details

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| Job title: | Bid Writer |
| Department: | NHS Business Development  |
| Location: | Home-based |
| Reporting to: (job title only) | Senior Bid Manager |
| Direct reports: (job title only) | N/a |
| Job purpose: | Confidently manage the end-to-end bid process, including writing significant content, to produce fully compliant and exceptional bid submissions, contributing to business growth. |
| Role and Responsibilities: | As NHS Bid Writer you will be responsible for:* Identifying appropriate bid opportunities and internally coordinating alerts to support bid pipeline development, communicating information to key internal decision-makers
* Undertaking detailed pre-bid research and attending market engagement events to gain an in-depth understanding of Commissioner’s needs, and network as appropriate
* Reading and understanding all bid documentation, including detailed service specifications
* Project managing the end-to-end bid process, ensuring all activity is co-ordinated and follows an agreed review and sign-off process
* Attending and contributing at bid kick-off meetings
* Contributing to developing win themes for each bid, which ensure we exceed customer requirements and are differentiated from our competitors
* Attending and contributing at bid de-brief meetings, ensuring our bid process, and bid content, continuously improve
* Completing Standard Questionnaires (SQs), Requests for Information (RFIs) and Requests for Proposals (RFPs)
* Writing persuasive, compelling, clear, and concise bespoke content for Invitation to Tenders (ITTs) within strict word counts
* Collating documentation to support bid submissions
* Gathering information from internal subject matter experts (SMEs) across the business and translating it into compelling text, which clearly communicates complex information in an engaging way
* Re-writing / editing content from a variety of internal SMEs and providing appropriate feedback
* Managing and enhancing the bid library
* Supporting the Business Development Team with other ad-hoc activities as required e.g., writing content for quality accounts, case studies, bespoke proposals, award applications, and building relationships with external third parties to support business needs
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| Clinical Governance:(where applicable) | N/a |
| Additional information: | Some travel including occasional overnight stays may be required, so a full clean driving licence is desired. |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | Honours degree or equivalent  | APMP (Association of Proposal Management Professionals) |
| **Experience** | Minimum three-years’ experience as a bid writer within services (not products)Experience leading a bid project | Minimum three-years’ experience as a bid writer within health, wellbeing, clinical services Research experience  |
| **Skills/knowledge** | Skilled writer, with ability to write persuasively, clearly, and conciselySkilled editor and proof-readerMeticulous spelling and grammarExcellent organisational skills, ability to multi-task, organise, and prioritiseExcellent attention to detailIT literate – intermediate level minimum | Understanding of physiotherapy / mental health and associated clinical pathwaysGraphics skillsKnowledge of public sector tender process  |
| **Personal competencies and qualities** | Excellent verbal and written communication skillsAbility to liaise with people at all levels of the business, provide constructive feedback and challenge thinkingHigh level of enthusiasm and motivationAbility to work individually or within a team and foster good working relationshipsAn awareness of, and commitment to, supporting and facilitating diversity and inclusionAbility to work under pressureAbility to adapt to sudden changes in workloads / prioritiesExcellent time management skillsSelf-starter with initiative / ability to think creatively Competitive – strong desire to succeed and ‘go the extra mile’ |  |

# Version Control

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| Owner: | Kathryn Ishaq | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Kathryn Ishaq | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 04/02/2021 | Code: | TBC |  |  |

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| Version: | Date: | Summary of Changes |
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