Bid Development Officer

## Job details

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| Job title: | Bid Development Officer |
| Department: | VHG Corporate Commercial Team |
| Location: | Home-based |
| Reporting to:  (job title only) | Senior Bid Manager |
| Direct reports:  (job title only) | N/a |
| Job purpose: | The Bid Development Officer will be required to confidently manage the end-to-end bid process, from pre-bid research all the way through to contract award. The role includes both content writing, and project management to produce fully compliant and exceptional bid submissions for the provision of physical and mental healthcare contracts with the corporate market, Employee Assistance programmes, Occupational Health and Public Sector contributing to business growth. |
| Role and Responsibilities: | As Bid Development Officer, you will be responsible for:  **Bid Writing**   * Producing and delivering compliant and professional bids within defined timescales * Undertaking detailed pre-bid research and attending market engagement events to gain an in-depth understanding of Commissioner needs, and network as appropriate * Reading and understanding all bid documentation, including detailed service specifications * Contribute to identifying bid win themes, which demonstrate how we will exceed customer expectations and differentiate ourselves from our competitors * Supporting internal Subject Matter Experts through the bid process, providing advice on content structure and how to meet the scoring criteria * Gathering content from internal Subject Matter Experts and translating it into compelling text, which clearly communicates complex information in an engaging way * Re-writing / editing content from a variety of internal Subject Matter Experts and providing appropriate feedback, exercising tact and diplomacy * Identifying and re-working existing content where relevant * Writing persuasive, compelling, clear, and concise bespoke content for pre-bid and bid documents within strict word counts * Collating documentation to support bid submissions * Managing and enhancing the bid library   **Project management**   * Identifying appropriate bid opportunities to support bid pipeline development, communicating information to key internal decision-makers * 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, and bid development meetings * Ensuring all internal and external deadlines are met * Project managing multiple bids simultaneously * Providing regular progress updates to the Senior Bid Manager * Attending and contributing at bid de-brief meetings, ensuring our bid process, and bid content, continuously improve   **Other**   * Writing content for award applications * Writing content for bespoke proposals, presentation preparation, re-prioritising work to accommodate these * Building relationships with external third parties to support business needs * Proactively keeping up to date with internal developments to ensure these are reflected in bid submissions   **Equality Diversity & Inclusion (EDI)**  We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do. We believe it is the responsibility of everyone to ensure their actions support this with all internal and external stakeholders:   * Be aware of the impact of your behaviour on others * Ensure that others are treated with fairness, dignity, and respect * Maintain and develop your knowledge about what EDU is and why it is important * Be prepared to challenge bias, discrimination, and prejudice if possible, and raise with your manager and EDI team * Encourage and support others to feel confident in speaking up if they have subjected to or witnesses bias, discrimination, or prejudice * Be prepared to speak up for others if you witness bias, discrimination, or prejudice |
| 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** | Experience as a bid writer within services (not products)  Experience leading a bid project  Proven experience of winning bids | Experience as a bid writer within health, EAP/OH wellbeing, clinical services  Research experience |
| **Skills/knowledge** | Skilled writer, with ability to write persuasively, clearly, and concisely  Meticulous spelling and grammar  Excellent organisational skills, ability to multi-task, organise, and prioritise, and re-prioritise to manage conflicting demands  Strong attention to detail, with ability to analyse and proof-read documents effectively  IT literate – intermediate level minimum | Understanding of physiotherapy / mental health / EAP and Wellbeing provision  Graphics skills  Knowledge of public sector tender process |
| **Personal competencies and qualities** | Excellent verbal and written communication skills  Ability to liaise with people at all levels of the business, provide constructive feedback and challenge thinking  High level of enthusiasm and motivation  Ability to work independently using own initiative in all aspects of role  Ability to work well under pressure  Ability to adapt positively to sudden changes in workloads / priorities  Excellent time management skills  Self-starter with initiative / ability to think creatively  Competitive – strong desire to succeed and ‘go the extra mile’ |  |

# Version Control

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