

JOB DESCRIPTION

Function:	Artworker
Position:	ARTWORKER
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Studio Co-ordinator
Additional reporting line to:	Creative Team Lead
Position location:	Salford

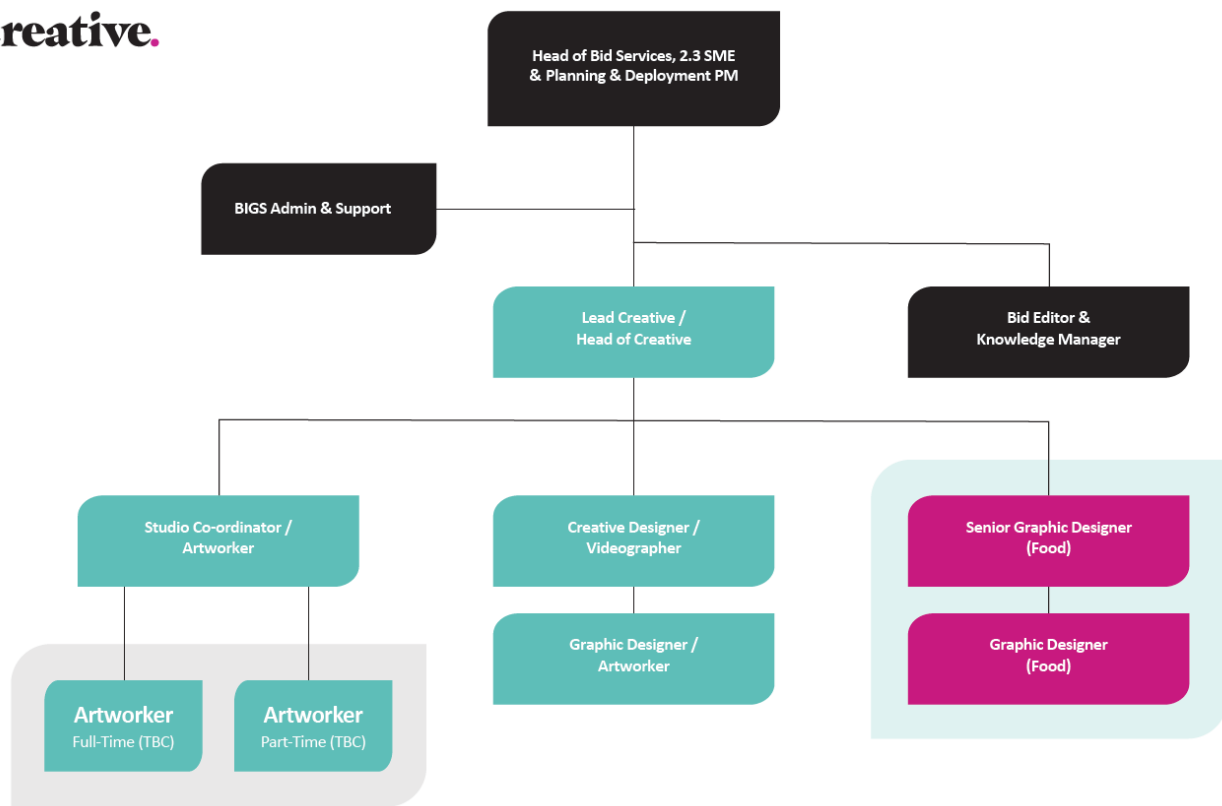
1. Purpose of the Job – State concisely the aim of the job.

- Responsible for supporting the delivery of winning bids through preparing, producing and reviewing quality bid submissions.
- Working with Graphic designers and leads to format the layout in chosen media to meet tight deadlines

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

		EBIT growth:		tbc	Growth type:	n/a	Outsourcing rate:		n/a	Region Workforce		tbc
Revenue FY13:	€tbc	EBIT margin:		tbc			Outsourcing growth rate:		n/a	HR in Region		tbc
		Net income growth:		tbc								
		Cash conversion:		tbc								
Characteristics		<ul style="list-style-type: none">▪ Flexible to work outside of normal working hours on weekdays when required▪ Growth: support the increase and growth rate of the business by 50%										

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. Please show the job titles not the actual people doing the role, i.e. Finance Manager, Project Manager



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Ability to represent the ideas in a graphic form for inclusion in bids / presentations / specified formats.
- Manage time booked in to ensure deadlines are met
- Close attention to detail and version control of proofs of proposals, tenders and presentations
- Support for collating and formatting “off the shelf” bid responses using BidNet and other research and tailoring to client requirements

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Read and understand RFI or RFP documentation
- Support the proposal review process prior to submission to ensure a complete and high-quality submission is delivered
- Provide technical artworking and design advice and support to the sales teams following discussions with the graphic designer
- Support the creative/visual development of client solutions
- Close liaison with internal stakeholders to ensure all information is accurate
- Identify and implement process improvements that reduce resource requirements for proposal developments
- Support and help facilitate workshops with the Creative Lead to develop win themes, story boards and document structure that help the team to produce a clear, consistent and complete submission document

- Ensure proposal documents are printed/uploaded to the agreed quality and timescales
- Develop and maintain the client's proposal document templates in line with company branding or the agreed format with the BDM/bid solutioning manager and in conjunction with the graphic designers
- Manage collaborative workspace for proposals
- Work with the BidNet manager to ensure continuous refreshment of the bid library with the latest proposal content and examples of best practice
- Work as required with the creative design lead to support the team with completing projects that may sit outside the defined role

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Formatting response documents to a high standard ready for submission
- Ensure proposal documents are printed/ uploaded to the agreed quality and timescales and support on presentations as needed
- Supporting BidNet and SharePoint platforms to keep library current

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Experience in working with senior management to manage delivery of timelines and outputs
- Experience of working in a corporate/business focused environment
- Proven track record of successfully delivering multiple projects on time
- A minimum of 1 year relevant professional experience in supporting business development
- Proven capacity to effectively work within parameters of bid management processes
- Demonstrated achievement in the production of bid submissions at RFI, RFP and presentation stages
- Strong organisational skills and ability to manage small to medium sized tenders, precise scheduling and multiple and shifting priorities.
- Excellent proficiency in MS Office, Adobe CC and very good working knowledge of InDesign is essential
- A keen eye for design and attention to detail are a must
- Skills and knowledge in Illustration, Animation 3D design and UX are desired but not essential

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Employee Engagement
▪ Brand Notoriety	▪ Learning & Development

9. Management approval – To be completed by document owner.

Version	1.2	Date	22/02/22
Document owner	Head of Bid Services		