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| Position Title | Bid Writer | Department | Business Development |
| Generic Job Title |  | Segment | Defence |
| Team Band | TBC | Location | Office based (with the flexibility to work in other locations) |
| Reports to | Sales Programme Manager | Office / Unit name | Tidworth, Wiltshire |

**JOB PURPOSE**

To develop, grow and retain Sodexo business through delivering the segment sales strategy by preparing high quality, innovative and marketing leading bid documents.

#### ACCOUNTABILITIES or “what you have to do”

* Provide appropriate client solutions and reflect subject expertise working closely with Business Development Mangers and Subject Matter Experts
* Design, develop and understand the solution, unique selling points and win themes to ensure they are adequately represented in submissions
* Drive to continually elevate existing responses while able to develop and compose new and exciting narrative
* Work with SMEs to develop operational solutions and work to a defined bid writing project plan
* Responsible for collating off the shelf bid solutions using Sodexo bid platforms and working with the SME community both working within the tender group but also within the wider business.
* Close liaison with internal stakeholders to ensure all information is accurate and able to articulate suggested improvements
* Responsible for the quality and conformance to standards of material published
* Identify and implement process improvements that reduce resource requirements for proposal developments
* Contribute to the bid process by writing effective, client responsive submissions to meet tender requirements
* Analyse industry and competitor trends to ensure tenders are market leading
* Ensure all solutions produced by bid or sales activity teams are in line with both Sodexo and Client commercial models.
* Attend senior executive meetings and articulate written responses – working and planned with the Sales Programme Manager

**KEY PERFORMANCE INDICTATORS (KPIs)** **or “What it will look like when you are doing the job well”**

* Professional and accurate bid documents produced
* Bid documents produced in a timely manner to meet stringent, agreed deadlines
* Innovative tender documents produced
* The ability to interpret information from subject matter experts and challenge the requirement for information to fulfil the requirements of the tender

#### DIMENSIONS

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| ***Financial*** |  | |
| ***Competencies*** | Industry Acumen  Drive to Win  Solutions | Excellent Communicator |

#### SKILLS, KNOWLEDGE & EXPERTISE

Essential

* Experience in working with senior management to manage delivery of timelines and outputs
* Excellent writing skills with strong focus on attention to detail, proven track record of successfully delivering multiple projects on time
* A minimum of 3 years of relevant professional experience in new business development, systems and processes
* Proven capacity to effectively contribute to large scale bid packages and at times, multiple bids
* Demonstrated achievement in the design and implementation of tender documents
* Strong organisational skills and ability to manage complex tenders, precise scheduling and multiple and shifting priorities.
* Excellent proficiency in MS Office packages including word

Desirable

* Skills in Visio, Adobe and a level of understanding with Microsoft Project
* Experience of working in a Defence/Government focused environment

#### CONTEXTUAL OR OTHER INFORMATION

* Flexible to travel Nationwide

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| Version | 0.2 | Date | October 2017 |
| Document owner | Matthew Williamson | | |