



## JOB DESCRIPTION

Job Title:	Bid Writer and Coordinator
Reporting to:	Partnerships Director
Direct Reports:	NA
Job Family:	Partnerships
Job Purpose:	Assisting with managing and producing London Square's bids for publicly procured partnerships.

Encompassing all stages of the bid process including expressions of interest, selection questionnaires and formal bid stages, liaising with external consultants and bid document designers.

Key Responsibilities:	<p><b>EoI/PQQ</b></p> <ul style="list-style-type: none"><li>➤ Extract relevant and accurate information and requirements from the Prequalification Questionnaire</li><li>➤ Timely planning, management and completion of the allocated sections of the Prequalification Questionnaire and ensure compilation and delivery of final submission</li><li>➤ Compilation of relevant supplementary information to be included where requested</li><li>➤ Format submissions ensuring consistent presentation in line with company templates and style guides</li><li>➤ Identify opportunities to enhance and improve the process, whilst sharing best practice</li><li>➤ Update and maintain a library of company standard bid documentation</li><li>➤ Maintain submissions records</li><li>➤ Develop relationships with both internal and external stakeholders in connection with the submission process</li><li>➤ Utilise a creative approach when writing and presenting submissions</li><li>➤ Reviewing submission against the Authority's requirements and for quality and accuracy</li><li>➤ Maintain a good level of market intelligence, legislative requirements and best practice in order to create winning bids</li><li>➤ Preparing submission documents in the company format</li><li>➤ Ensure the documents are completed to the standards set by the Partnership Director(s)</li><li>➤ Have a clear understanding and interpretation of the questions within the documents</li><li>➤ Be able to construct relevant answers which clearly answer the Authority's question and portray the company in the best possible light</li><li>➤ Ensure accurate and up to date information is placed in all submission documents</li><li>➤ Ensure the quality of the response meets the company standards</li><li>➤ Any other reasonable management request</li></ul>
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### **Tenders**

- Responsible for the timely planning, management and completion of quality submissions
- Read, understand and extract the key bid requirements from the documentation received and communicate with all parties via tracking sheets; planning and review meetings
- Identify and communicate evaluation criteria and its relevance to question specific scores
- Plan, write & co-ordinate submission responses ensuring response specific answers
- Develop internal and external stakeholder relationships in association with the bid process
- Maintain current information on good practice from the construction, technical, sales and development teams
- Maintain bid momentum and ensure information from the construction, technical, sales and development teams is received on time and is of sufficient quality and relevance
- Maintain a high level of market intelligence, legislative requirements, best practice and Client information, sharing with the team and updating business development systems
- Maintain close liaison with the estimating and pre-construction teams on tenders for any price/quality synergy and timing of submission
- Review all bids prior to submission to check relevance, quality and accuracy
- Manage site visit and interview requirements
- Compile, update and share a library of submission information
- Source feedback & create action plans for improvement
- Proactively update corporate systems & databases
- Identify opportunities to enhance and improve the process
- Identify company USP's and competitive advantage and ensure these are fed into bids
- Maintain a relationship with the project if successful, visiting site during works & compile information for case studies.

### **Key Attributes:**

- Able to work under pressure and to deadlines
- Have enthusiasm and the willingness to learn new skills
- Organised and able to manage time effectively
- Proactive and assertive
- Strong engagement and interpersonal skills
- Self motivated with the ability to work remotely, as well as part of a team
- Accurate
- Able to build effective relationships quickly
- InDesign experience
- Proficient with public sector portals
- Construction industry knowledge desirable