**JOB DESCRIPTION**

**Bid Writer**

**MAIN PURPOSE**

* To write quality Public Health bids, ensuring compliance with requirements
* To co-ordinate bidding activities, supporting the Senior Bid and Business Development Manager

**SUMMARY OF RESPONSIBILITIES AND DUTIES**

Responsible and accountable for:

* Developing and writing all method statements in line with specification requirements, reflective of the budget and model devised.
* Ensuring high-quality, compelling bids are submitted in a timely manner
* Working collaboratively and effectively with Subject Manager Experts (SMEs) across the Health Team, ensuring that local intelligence is utilised to inform the strategy, complementing wider research and intelligence gleaned through strong and powerful networks.
* Leading and supporting the development of ad-hoc, business opportunities when required, developing business cases that secure additional funding and upselling of our portfolio. •Ensure that commitment to equal opportunities is reflected at all stages of project planning, delivery and evaluation, in line with agreed service standards
* Occasionally attending Market Engagement events.

**PERSON SPECIFICATION**

**SKILLS & ABILITIES**

* Excellent oral and written communication skills, including the ability to produce and present clear written reports and guidance, which interpret and effectively communicate / explain complex Health issues to a variety of internal and external clients.
* Ability to present effectively to a range of different audiences, including the ability to respond confidently to questions when under pressure in a competitive environment.
* Sound, management and motivational skills with proven ability to work effectively with all levels of colleagues and managers
* Proven problem-solving skills and the ability to be flexible and exercise sound judgement and decision-making and give sound advice often within tight timescales.
* Strong numeracy skills that enable interpretation of business modelling to complete financial elements of bids
* Strong proven influencing and persuading skills, to obtain the best possible input from SMEs during the bid creation process
* Proven ability to undertake a diverse and demanding workload and to deliver consistently high quality work, using own initiative, confident prioritisation skills, working to competing deadlines.
* Ability to think analytically and synthesise information.
* Strong ability to use Microsoft Word, Excel and navigate confidently through a variety of web based procurement programmes.

**KNOWLEDGE**

* Knowledge and awareness of changing political and operational agendas/priorities across Public Health and Wellbeing, the NHS, PHE, national health organisations, CCGs, Health and Wellbeing Board structures/roles /responsibilities, together with an understanding of monitoring changes as they develop.
* Strong commercial awareness, strengthened with an understanding of procurement / spending priorities within the scope of our clients.
* Sound understanding of tendering / procurement procedures and the legality that surround these processes.
* Sound knowledge of key policies, guidelines and drivers for health improvement programmes including prevention, lifestyle behaviour change and chronic disease management.
* Knowledge of patient confidentiality, data protection and information governance.

**EXPERIENCE**

* Experience of preparing bidding documentation to win business, including the formation of SQs, ITTs and Business Cases.
* Ideally hold experience of working commercially in the Public Health sector
* Evidence of tender development and production to secure strong commercial deals in Health
* Experience of project management and delivery of complex bid and/or projects successfully
* Experience of working effectively, efficiently and co-operatively as a team member

**QUALIFICATIONS**

* The post holder should ideally hold a relevant degree, e.g. English
* APMP or Shipley Writing Winning Proposals would be an advantage

**SPECIAL CONDITIONS**

* Highly motivated self-starter with resilience, determination and the ability to see jobs through to completion.
* Evidence of a personal commitment to continuing professional development and to maintaining an up-to-date professional knowledge sufficient to be a credible and effective source of advice.
* Post holder must have a driving license and be willing to undertake occasional travel for business e.g. face-to-face team meetings/attending market engagement events