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Bid Writer

The Role:

Working closely with the Bid Manager, Business Development, client services teams, and clients, this role will focus on planning, writing and developing bids from initial P.Q.Q to full and final submission and effectively driving the company's proposition and solutions through client facing documentation and presentations, delivered to the highest standard.

Key Responsibilities:

- Research about the industry or service the required bid is for
- Collecting significant data, EG financial records
- Writing content for use in the bid, but also presentations and all supporting documentation, ensuring a cohesive and consistent approach.
- Assure all aspects of the bid, ensuring all outcomes are adequately described in each submission stage both in terms of content and presentation
- Manage interaction with contracting body/stakeholders throughout the bid process
- Support Business Development in identifying and working on business growth
- Taking responsibility for the bids, including planning the bid, hosting kick off meetings, planning and coordinating the written response documentation and sharing knowledge throughout the company
- Keeping accurate records and saving material to a 'bid library' for future use
- Consult with Business Development, and Client Services to interpret the client specific solution or service offering and produce a persuasive sales document and/or presentation
- To create, audit and dispatch quality tender bids to agreed deadlines
- Ensure document content is compliant and validated to meet legislation, procedures, products, solutions and policies
- Ensure bids are completed with integrity and have internal authority approval
- Providing clients with high quality documents, attentive to their needs
- Monthly analysis of bid volumes and success ratios
- Develop and implement a 'winning work' system that key target contract opportunities are won and divisional growth targets are met
- Develop Executive summaries for relevant/appropriate tender submissions
- Follow and support policies, procedures, initiatives and work instructions related to sustainability improvement and environmental compliance

Key measures & targets:

- Write compelling method statements
- Assist with winning work
- Adherence to all deadlines set

Key relationships:

- Bid Manager
- Bid Team
- Business Development
- Client

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Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

Experience in aspects of the day to day management of the bid writing process
The ability to work as a team and to get accurate, high quality information from all bid stakeholders in order to produce bid collateral
High standard of written English
Strong attention to detail
Proficient with Microsoft Office
Positive and confident, with drive, enthusiasm and passion
Good organisational skills with a methodical/systematic approach
Excellent time management skills, with ability to work to tight deadlines

Desirable

Qualification (degree or equivalent) In Journalism
Worked within a civil engineering environment
Good technical knowledge

Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

In addition you may be eligible for entry into the Company's non-contractual bonus scheme, based upon, among other things, the performance of the employee and of the business unit and/or Company.

About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 800 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

Water: Civil Engineering, Tunnelling, Pipelines and Utilities

Transport: Rail, Aviation, Waterways, Highways and Bridges

Energy: Power Generation, Power Transmission and Distribution, Waste

Developer Services: Civil Engineering across private sector developers UK wide

Specialist Businesses: Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

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How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to careers@barhale.co.uk.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.