

# come and work with us



## Creative Bid Writer

### The Role:

The purpose of the Creative Bid Writer role is to produce and ensure the delivery of professionally written winning proposals that clearly articulates Barhale's value proposition for clients in the civil engineering and infrastructure industry. The role will report to the Head of Proposals and work closely with the proposals and project team and the relevant delivery teams. The role will focus on creating, planning and writing proposals from initial PQQ to full and final tender submission.

### Key Responsibilities:

- Exploration of sectors, industry and company profile to support the development of a comprehensive bid proposal
- Creating informative and engaging presentations and other supporting documents to ensure a compelling and informative methodology
- Ensure all written content is effectively described or visually represented in each stage of the submission
- Bid management of larger bids and tenders
- Presenting technical information in a creative, compelling and interesting way
- Deliver completed written proposals against deadlines whilst maintaining quality and the visual impact
- Ensure all documentation is compliant and validated to meet legislation, procedures, products, solutions and policies
- Ensure bids are completed with integrity and have internal authority approval
- Develop Executive summaries for relevant/appropriate tender submissions
- Follow and support policies, procedures, initiatives and work instructions related to sustainability improvement and environmental compliance
- Engage with all relevant stakeholders e.g. project teams, joint ventures and supply chain
- Development of competency in bid writing across the Barhale business

### The Person:

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

#### Essential

Excellent communicator  
A high attention to detail  
Demonstrable professional writing experience  
Experience of writing bids/proposals  
Advanced MS word skill and proficient in MS Office and PowerPoint  
Ability to multitask and prioritise workload  
Excellent time management skills  
Degree educated in English  
Worked within a civil engineering environment

#### Desirable

Good technical knowledge of infrastructure projects  
Experience of story boarding  
Can demonstrate good 'Wining Bid Masterclass' techniques

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## 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 person 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

**Built Environment:** Civil Engineering across private sector developers UK wide

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

## 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](mailto: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.