

job description



Position title	Bid Writer – Industrial and Commercial
Division	Industrial and Commercial - North

Purpose

The Key purpose of this role is to win sustainable business in the Industrial and Commercial (I&C) sector in the North Region.

To achieve this, the Bid Writer will:

- + Ensure all opportunities are captured, allocated and reviewed correctly.
- + Ensure that PQQs and tender submissions are completed to the highest possible standard and quality.
- + Provide support to BDMs by ensuring proposed solutions deliver best fit for the client and SUEZ

The Bid Writer will interact with other Bid Writers and with the Business Development Managers, to lead on the co-ordination and bid writing for complex regional tender submissions focusing on I&C services to a broad range of private sector clients (e.g. education, healthcare, manufacturing, retail and hospitality etc.).

Key responsibilities

- + To produce quality tender submissions to the highest possible standard, including the production of visual content supported by case studies and appendices.
- + To ensure submissions are structured to ensure compliance with Customer Specifications, current legislation framework and guidance.
- + To prepare and Submit pre-qualification questionnaires (PQQs) to ensure the BDMs have the maximum number of opportunities available to them.
- + To assist the BDMs and Business Analysts in the production of Bid Pricing models.
- + To maintain and develop the Frequently Asked Question repository / Bid library
- + To interact and liaise with BDMs to co-ordinate submission timelines and to prepare and write the tender submission in line with the service offering agreed between the development department and I&C Operations.
- + To participate in the presentations of Service Offerings, clarification and negotiation meetings with prospective customers.
- + To ensure submissions matches the expectations of the clients with their collaboration of other departments as required in each bid i.e. Processing, Health & Safety, Environmental and Industrial Risk, Innovation etc.

Key responsibilities continued

- + Proactive monitoring of commercial portals (for new sales or retention opportunities) and Find a Tender Service.
- + Pipeline of new / retention opportunities management and reporting.
- + Assistance in allocation of prospects to regional teams.
- + Involvement in initial review of prospect and suitability to bid (Go/No-Go).
- + Mapping and management of leads within Salesforce, documentation of bid process.

Skills

- + Experience of developing bids in a multi-disciplined environment
- + Strong co-ordination, writing and presentations skills.
- + Some financial knowledge, as appropriate for the role
- + Excellent inter-personal, communication, influencing and leadership skills.

Behaviours

In line with our Values and Ethics Charter, the job holder is expected to:

- + Act in an honest, responsible and respectful manner to others.
- + Be responsible for their own professional conduct.
- + Comply everywhere and in all circumstances with the laws and regulations connected with their activities.
- + Comply with our obligations to other parties such as shareholders, associates, clients, suppliers and the community.
- + Ensure the health, safety and wellbeing of employees, customers and other personnel at all times.

Knowledge

- + Working knowledge of private and public procurement regulations and associated tender processes.
- + Good financial acumen, with the ability to populate and review financial models for tender submission authorisation.
- + An understanding of UK waste legislation and market, collection systems and methods of waste processing would be highly advantageous, although training would be available for the right candidate.

Specific candidate requirements

- + The Candidate must be able to demonstrate great team working skills and management and communication skill with a desire and tenacity to complete tasks in tight timescales.
- + The Candidate will be educated to a degree level or equivalent and demonstrate at least two years of relevant work experience in a tendering environment.
- + A full UK driving licence is essential, as the job requires availability for site visits across the North of England and Scotland

Qualifications

- + Educated to a degree level
- + Membership of Environmental Associations/ institutes (e.g. CIWM) and/ or APMP qualification would be advantageous, but not essential

Please note: The content of this job description reflects the main duties and responsibilities of the job and is not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.