**JOB DESCRIPTION**

**JOB DETAILS**

**Job Title:** Bid Writer

**Vacancy Reference:** RJM1005

**Salary:** Negotiable

**Department:** Bid Team

**Reporting To:**  Bid Manager

**Hours of Work:** 08:00 – 17:00

**Base:** Head Office - McCann House, Beeston, Nottingham.

**Contract Type:** Permanent

**JOB SUMMARY**

We are recruiting for a Bid Writer for our national business team. The role will be based at our head office in Nottingham with potential travel throughout the region.

Initial works include writing of quality tender submissions for works including, Highways, Major Projects and Civil Engineering works throughout varying sectors with the position taking on the writing lead in all relevant fields.

**DUTIES AND KEY RESPONSIBILITIES**

**KEY ATTRIBUTES:**

* Excellent communicator.
* Ability to prioritise when dealing with multiple deadlines and deliverables.
* Strong written English language skills.
* A high attention to detail with an excellent editing and proofing ability.
* Excellent literacy skills, with an extensive vocabulary.
* Deadline driven with effective time management skills.
* Thrive in a busy environment.
* Ability to multitask and prioritise workload.
* Experience in bid management.
* Demonstrable effective bid writing skills.
* Ability to build strong relationships with people at all levels in an organisation.
* Excellent interpersonal skills and ability to influence and negotiate at all levels both

internally and externally.

**JOB DESCRIPTION:**

* Assist the Bid Manager in developing a bid structure, so that the McCann response answers the questions set by the client in a clear and concise manner, in a way the highlight skills, competency and track record, to attract the highest evaluation scores.
* Proactively develop and manage a network of Subject Matter Experts. For most bids Subject Matter experts will be McCann employees, for some issues they may come from the wider McCann community and occasional they may be external consultants recruited to provide specialist support.
* Lead and facilitate face to face storyboard session workshops with the Bid Team, to establish the flow and content of the ‘story’ McCann wishes to portray in a bid submission.
* Provide advice on flow, language and grammar to Subject Matter Experts.
* Identify and re-work existing pre-written content where relevant, this is primarily bid material, but not exclusively so and may include presentations and key correspondence prepared by the New Business Manager and Directors.
* Coach Subject Matter Experts in best practice writing for bids, client presentations and sales collateral.
* Write / edit responses for bids, client presentations and sales collateral.
* Deliver a completed written bid response to the Bid Manager, against the deadlines, escalating issue as required.
* Prepare presentations that are cohesive and coherent to bids submitted.

**SKILLS**:

* Strong time management / prioritisation skills.
* Self-motivated and able to work with minimum supervision.
* Excellent communicator.
* Strong written English language skills and wide vocabulary.
* Excellent attention to detail.
* Strong team player.

**QUALIFICATIONS:**

* Degree educated (ideally English) or equivalent.
* Journalistic / professional writing background.
* Certified to APMP Foundation or Practitioner Level.
* Advanced MS Word skill and proficient in MS Office.

**ABOUT US**

McCann Ltd is a leading civil and electrical engineering construction company that operates throughout the UK on major road, rail, and airport infrastructure projects for public and private sector clients.

We provide our clients with integrated infrastructure solutions that meet business needs and exceed expectations each and every time.

Since our formation, some forty years ago we have developed a wide range of specialist contracting services to support the successful delivery of major infrastructure projects throughout the UK.  As a leading supplier and installer of street lighting, traffic signs, signals, communication systems and associated civil engineering we can also play a key role in the development of project design and buildability whilst working comfortably within a wide range of contractual arrangements.

With a large, highly skilled, directly employed workforce, supported by an extensive specialised plant fleet we are able to take on and deliver the most demanding of projects to programme and budget.

Furthermore, as a business, employer, and member of the wider community, we fully recognise our social responsibility, always striving to build a safe, sustainable entity which is environmentally responsible.

With an ambitious strategy, we are poised for further growth and success, so if you are committed, talented and enthusiastic, McCann’s is the right place for you.

**WHAT WE OFFER**

In return we offer an opportunity to work on some of the UKs most exciting construction projects, in a fast-paced environment where each day brings new challenges as well as a competitive salary and benefits package. We will always consider flexible working hours and arrangements.

* 25 days annual leave entitlement, plus bank holidays
* Competitive salary
* Discount gym membership
* Optional private healthcare

**EQUALITY, DIVERSITY & INCLUSION**

J McCann is an equal opportunities employer and will not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or parental leave, race, religion or belief, sex, or sexual orientation.

In line with our Social Value commitment, we will guarantee an interview to any member of groups experiencing disadvantage, including long term unemployment, ex-offenders and those not in education, employment or training that meets the essential competencies set out in the job description and person specification.

As an employee, you have the right to:

* A workplace that is free from unlawful discrimination, harassment, or bullying
* Inclusive practices and behaviour in the workplace
* Equal access to benefits and conditions
* Fair allocation of workloads
* Competitive merit-based selection processes for recruitment and promotion
* Accessible processes to deal with work-related complaints and grievances

  

**PERSON SPECIFICATION**

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| **Factors** | **Description** | **How Assessed (A/I/Q)** |
| **Qualifications** | Educated to degree level or equivalent in relevant field | Q |
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| **Experience** | Bid Writing | A / I |
| Ability to build strong relationships with people at all levels in an organisation | A / I |
| Demonstrable effective bid writing skills | A / I |
|  | A / I |
|  | A / I |
|  | A / I |
|  | I |
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| --- | --- | --- |
| **Skills / Knowledge** | Excellent literacy skills, with an extensive vocabulary | I |
| Deadline driven with effective time management skills | I |
| Ability to multitask and prioritise workload | A / I |
|  | A / I |
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| **Personal Attributes** | Works well under pressure and to tight deadlines | I |
| Confident to work independently and as part of a team | I |
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| **Other** |  |  |
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**\*A= Application Form I=Interview Q=Qualification/Certificates**