

# Job Description

<b>Job Title:</b> Bid Writer	<b>Division:</b> Currency
<b>Reporting to:</b> Senior Bid Manager	<b>Function:</b> Commercial
<b>Location:</b> Basingstoke Viables	<b>Job Grade:</b> E10
<b>Travel:</b> Occasional	

## 1. ROLE PURPOSE AND SUMMARY

To ensure that all win-orientated customer sales documents produced are effective in meeting the published objectives of the business.

## 2. DIMENSIONS AND REPORTING LINES (number of reports and financial values)

No direct reports.

## 3. KEY ACCOUNTABILITIES

### *Individual*

- Collaborate closely with the Sales team and Bid and Proposal Managers to co-ordinate, influence and develop effective responses for various business opportunities.
- Lead the proposal writing process via initial workshops and regular updates with appropriate stakeholders to ensure roles and responsibilities are understood.
- Take the lead role in developing and overseeing win-orientated sales documents.
- Develop and implement effective standard document libraries and boilerplate content, for use by the Sales and Commercial teams.
- Work effectively to understand and manage the cultural and language requirements of the customer.
- Work flexibly alongside Bid and Proposal Managers to ensure the effective submission of short turn around sales offer documents.

- To provide full bid support to the bid/commercial team who are responsible for the preparation of high-quality bids and offers in response to customer enquiries and tenders in order to contribute to the smooth running of the Bid Management Process.
- Scheduling of meetings and liaising with necessary stakeholders.
- Manage and maintain pre-sales SharePoint area including the creation of folders for active bids, adhering to ISO9001 standards.
- Ensure full and timely bid compliance in conformance with customer tender requirements and be responsible for monitoring and tracking all requirements via the Compliance Matrix.
- Researching and gathering of required documentation from multiple sources, supporting the compilation of offers as necessary.
- Develop messaging and win themes.
- Protect the company from unacceptable risks and liabilities.

#### ***Divisional Currency***

- Support the Divisional leadership team, executing the strategy for Currency in terms of the Central Bank and Security Features/Polymer propositions
- Provide subject matter expertise to support effective decision making and to provide input as required to the annual strategic planning cycle
- Support and follow the governance and operational disciplines applicable across the division

#### ***Common to all roles***

- To ensure full participation in the performance development review (PDR) process and maintain an up-to-date record of all training and development activities/programs
- To always act and behave in a way compliant with all De La Rue company guidelines and policies, especially those relating to values and behaviours, environmental health and safety, ethics and codes of conduct, as it is through living our values that we strengthen the culture of our business and demonstrate our understanding of our Code of Business Principles. Further information on our company values can be found in our "Living the Values" guidelines.

#### **4. CAPABILITY (qualifications, experience and skills)**

- Experience in writing complex documents, you will be able to take vague concepts, providing clarity and clear explanation
- Highly proficient with Microsoft Office packages. Experience using MS Visio, Adobe InDesign or Illustrator an advantage, but willingness to learn more important
- Organisation and multi-tasking
- Able to work to tight deadlines in high pressure situations
- Commercial awareness

- Very strong written skills with excellent command in English language
- Good attention to detail
- Team working and interpersonal skills
- Problem-solving
- Languages (typically Spanish/French) an advantage, but not essential

	Name	Signature	Date
Job Holder			