



## JOB DESCRIPTION

<b>Job title</b>
Bid Writer
<b>Name of person or job role reporting to</b>
PSC Manager
<b>Responsibilities</b>
<ul style="list-style-type: none"><li>• Writing creative and compelling copy that communicates RSK's solutions in response to tender opportunities</li><li>• Continually improving and creating new supporting documentation, including case studies, CVs and executive summaries</li><li>• Managing RSK's central text library for tenders</li><li>• Working closely with the bid manager and the wider bid support teams</li><li>• Participating in all appropriate progress meetings, from the bid kick-off through regular progress meetings to the successful completion and close out</li><li>• Maintaining an understanding of best practice in bid writing and communication</li><li>• Sharing your knowledge and expertise</li><li>• To ensure maximum flexibility and to reflect the company's evolving needs, you may be asked to perform additional tasks that may be reasonably expected within your level of capability without additional remuneration.</li></ul>
<b>Qualifications/Experience</b>
<ul style="list-style-type: none"><li>• Excellent writing skills</li><li>• Ability to manage deadlines and prioritise workload</li><li>• Good communication and time management skills</li><li>• A high level of attention to detail</li></ul>
<p>I hereby agree that I have read and understood the job description.</p> <p>Signed _____ Date _____</p> <p>Name _____</p>