

POSITION DESCRIPTION

POSITION TITLE:	Bid Writer and Researcher
LOCATION:	Southport
REPORTING TO:	Bid, Projects & Tender Manager
DEPARTMENT:	Growth and Innovation Team

PURPOSE STATEMENT

In collaboration with key stakeholders, this role will be responsible for researching and responding to business opportunities, writing and proposing high quality tender responses and big applications across multiple organisations within The BUSY Group.

OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at-risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

PRIMARY DUTIES

- Research, identify and present suitable tender, funding and business growth opportunities to The BUSY Group key personnel;
- Respond to selected Government procurement request for tender processes, ensuring that all responses are accurate, timely and of high quality;
- Collaborate with business unit CEOs, Executives, and Managers to develop submissions to funding bodies or business cases for proactive funding or growth opportunities;
- Support tender analysis and identify opportunities in non-traditional revenue streams;
- Analyse, interpret and understand complex regulatory documents extracting relevant information to address criteria in written responses;
- Development of policy research and submission in line with The BUSY Groups mission;

- High quality tender writing and project management of tenders;
- Utilise internal and external resources to research, develop and update a tender library of generic proposals, presentation templates, question responses, testimonials and case studies;
- Ensure tenders and business proposals meet all relevant specifications, are delivered within desired timeframes and align to the strategic mission of The BUSY Group;
- Communicate successful tenders to key internal stakeholders and coordinate initial program implementation meeting;

PERFORMANCE MEASURES

- On time and accurate submission of tenders
- Successful delivery of tender outcomes
- Insightful and efficient research of tender topics and areas of interest for The Group

KNOWLEDGE, SKILLS & EXPERIENCE

- Demonstrated experience in writing successful funding applications, tenders and submissions, preferably within the NFP sector
- Strong knowledge within the Employment, Education and Training sectors is preferable
- Demonstrated record of high-quality written communication skills, including the ability to write successful, timely, accurate, and succinct proposals submissions, tenders and funding applications
- Ability to think innovatively, conceptually, and analytically to explore new approaches; problem solve and promote quality assurance and continuous improvement
- High level of interpersonal skills including the ability to consult and negotiate with a range of internal and external stakeholders, demonstrated ability to form stakeholder networks
- Exceptional listening skills, including the ability to grasp complex or new subject matter quickly
- Demonstrated experience in research
- High level of personal organisation, flexibility and time management, be self-driven, results-orientated with a positive outlook and clear focus on high quality outcomes
- Ability to effectively prioritise and manage multiple task/projects to meet deadlines.
- High level of computer literacy

QUALIFICATIONS

- Degree qualifications in business or other relevant field or equivalent work experience.

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: _____ Date: _____