

Bid Specialist

Position

This position is within Head Office. It is part of the Business Development team.

- This position reports to the Bid Manager
- Reporting line may vary depending on location and service size
- This position does not have any direct reports This position may have direct reports, positions vary
- This position has the following direct reports:
This position is designated Band 7 under the *Schedule of Authorities and Delegations*
- This position is a budget holder This position has designated revenue targets
- This position is an Aboriginal & Torres Strait Islander identified position
- This position may require a working with children related clearance

Purpose

The purpose of this position is to support the delivery of high quality government tender and philanthropic grant submissions, by identifying opportunities, sourcing information and data to support the bid process, and creating high quality submissions, to deliver revenue growth in line with the National Growth Strategy.

Focus

To achieve this purpose, the position holder would typically:

- Support bid activity in line with the Bid Governance Framework.
- Coordinate an opportunity pipeline of government tenders and grants, making recommendations to the Manager, Bids on appropriate opportunities.
- Support development of bid strategies that are responsive to funder requirements, market conditions; and organisational strategy and capabilities, with the support of the Manager, Bids.
- Work collaboratively with identified operational leads to develop responsive service models and gather inputs into bid strategy and submissions.
- Work collaboratively with identified finance and commercial leads to oversee the development of financial modelling and contracts and support identification of financial and commercial risks.
- Prepare bid documentation and submit to Manager, Bids for review prior to submission
- Provide feedback to colleagues on their bid responses, providing advice and support on how to improve the response, and the type of information and data that is required to aid success.
- Source relevant materials to support bid documentation; coordinate information gathering across all relevant portfolios e.g., finance, BD, Community Services, PLC, marketing and communications. Where indicated, coordinate information gathering from partner organisations.
- Ensure robust quality control of all submissions.
- Maintain records of tender submission, win and loss rate and feedback from tendering organisations.
- Develop a deep understanding of The Benevolent Society's services, operating environment, stakeholders and partners by proactively engaging with stakeholders both inside and outside TBS to inform bid opportunities and submissions.

Outcomes

When things are going well we would expect to see these outcomes:

- Bids are managed within the governance framework
- Bids are identified and submitted on time and to a high quality standard
- Target bid win rate is maximised through the completion of high quality submissions with appropriate input from key stakeholders.
- Target revenue growth through bid submissions is achieved through the identification of opportunities and submission of high quality bids.
- The bid team collaborates effectively with operations, finance and commercial teams to submit bids that are operationally, financially and commercially sound.

Relationships

We work collaboratively with others, however this position works close closely with:

<p>Within The Benevolent Society:</p> <ul style="list-style-type: none"> • SLT • Business Development team • Operations • People Learning and Culture team • Finance team 	<p>Outside The Benevolent Society:</p> <ul style="list-style-type: none"> • External bid contractors • Government stakeholders and funders • Community Partners and Service Providers • Donors
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Individual

To achieve the position purpose and outcomes the position holder will need to have:

Essential:

- 2+ years in writing of tenders, grants or equivalent experience in professional writing
- Understanding of the community services sector and funding arrangements
- Awareness of government and other funder tender processes and decision making criteria and approaches and the ability to apply this to develop responsive bid strategies
- Influencing and collaboration skills
- High attention to detail
- Experienced in working in a high pressure environment with tight deadlines and targets.

Travel

This position may require some flexibility in terms of travel or hours of work:

- Overnight travel/stays may be required
- Some weekend work may be required
- Some evening work may be required
- Travel between office locations/regions may be required
- Travel to clients (varied locations) may be required
- Use of own registered, insured motor vehicle for business purposes may be required
- Use of TBS pool cars may be required

All of us might need to travel occasionally to attend learning opportunities, meetings or other key events.

Context

Those with knowledge of this position say the things that might make your day are:

- Being part of a business development team driving an ambitious growth agenda
- The ability to build relationships and collaborate across the organisation to deliver high quality bids
- The opportunity to learn and build business development skills from your colleagues.

Those with knowledge of this position say some key challenges you might experience are:

- Lack of readily available information on the organisation’s strengths and models
- Tight timelines and conflicting deadlines
- Multiple stakeholders with conflicting priorities
- Lack of time dedicated to the tender process by key stakeholders

Approvals

Approver Director, Human Resources **Date:** 27 March 2017 **Position Code:**

Review history V1.0 Release

Advertising

This Position Profile is not intended as an exhaustive description of the position, accountabilities or associated duties. The Benevolent Society may alter or adjust this Position Profile at any time.