



## Bid Writer

### The Role:

To lead the quality aspects of proposal submissions for civil engineering works following company procedures; working with other members of tender teams to develop customer solutions promptly and to a high standard to secure sufficient work by value and type to meet the company's objectives.

### Key Responsibilities:

- Read the tender documents to appreciate requirements – alerting the Bid Manager to any key issues.
- Work with the Bid Manager, to define and incorporate win strategies into bid submissions and to understand the quality section scoring requirements.
- Develop delivery plans for bids per company procedures.
- Obtain buy-in from Business Units for bids to support response development.
- Co-ordinate and produce all supporting documentation required for bid submissions, applying Barhale pillars and values to create differential for our bids.
- Ensure all tender meetings are held and recorded, under company procedures.
- Attend key tender meetings (start-up, mid-term review and adjudication minimum)
- Assemble bid documents and ensure delivery to customer's requirements.
- Evaluate all documentation and gain a complete understanding of the client project brief to identify deliverables.
- Define 'what the client seeks to buy and how Barhale can differentiate itself in meeting that needs' Develop and record Case Studies for the projects that Barhale deliver.
- Present key customer requirements
- Present basis of bid (non-estimating)
- Ensure the bid is prepared following company procedures.
- Ensure sign-off of the bid and any significant post-tender amendments by an authorised person.
- Develop Case Studies of works in progress Prepare "Tender Handover packs."

### Key measures and targets

- Able to describe the quality submission scoring requirements.
- Writes responses that reflect and talk to the client's requirements whilst scoring at least 80% of the available marks.
- Responses delivered in line with the client's defined tender programme

### Key relationships

- Work alongside the tendering teams to produce a coherent and consistent tender submission, and develop and sell the winning strategy.
- Provide handover documents to Business Unit teams following contract award.

### Person Specification:

The successful candidate is likely to meet all the following criteria:

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- Understanding of commercial aspects including terms and conditions and procurement models used in civil engineering.
- Strong organisational skills that enable the bid process to be a well-coordinated and timely process
- Experience in one or more of the civil, water, waste, rail, or tunnelling sectors.
- Knowledge of current HSEQ requirements.

## **Knowledge and Experience**

- Understanding commercial aspects including terms and conditions and procurement models used in civil engineering.
- Strong organisational skills that enable the bid process to be a well-coordinated and timely process
- Experience in one or more of the civil, water, waste, rail, or tunnelling sectors.
- Knowledge of current HSEQ requirements.

## **Qualifications**

- Good written English including technical writing.
- Have attended a formal bid writing training course.
- Able to deliver high-quality, compelling output promptly against the client's submission programme.
- Able to review and improve written bid submissions.

## **Personal Qualities**

- Able to work with senior personnel within Barhale.
- Confident dealing with customers at a senior level
- Strong personal motivational skills
- Team ethos

## **Benefits:**

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provide a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single person's private medical cover
- Permanent Health Cover

## **About Barhale:**

Barhale is one of the largest privately-owned civil engineering and infrastructure specialists with 40 years of experience working UK-wide across the water, transport, built environment and energy sectors. Founded by our Chairman, Dennis Curran in 1980, the group was originally set up as a specialist tunnelling contractor. Whilst we retain our tunnelling roots, repeated success in several sectors of the construction industry has enabled us to expand our skillset and become one of the largest privately-owned infrastructure specialists in the UK.

## **What we do**

We provide design, construction, and maintenance services to the following sectors.

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- Water
- Transport
- Energy
- Built Environment

We also possess a range of specialist skills to support our civil engineering and infrastructure activities including.

- Tunnelling
- MEICA capabilities
- In-house design
- A steel-fabrication and supply subsidiary (BCS Group)

## **Who we are?**

Barhale operates as a tier-1 partner for blue-chip, regulated, and private clients. We work as part of large frameworks, joint ventures, and alliances, as well as on individual projects developing long-standing relationships based on Trust, Integrity and Pride.

## **Our People**

We employ a direct workforce of over 800 employees nationwide. We recognise that our business is only as good as the people we employ, which is why we value them so highly and invest in regular training and development, utilising our dedicated training facility in Walsall.

## **How to apply:**

[careers@barhale.co.uk](mailto:careers@barhale.co.uk)