

Job Title:	Bid Writer
Reports to (job title):	Senior Bid Writer and Business Development Lead
Line Manager to:	N/A

## Job purpose

The Bid Writer will play a crucial role in the business development team by providing high-quality, persuasive content for tenders, business proposals, and other submissions. This role is essential for driving business growth and positioning HCRG Care Group as the preferred provider for commissioning organizations.

## Role Overview

Primarily, the Bid Writer will work within the business development team to produce compelling written content that supports the organization's growth strategies. The post-holder will ensure the timely and high-quality completion of bid submissions, conduct detailed research, and utilize AI technology to enhance the bid production process. The role is remote, with some travel required to meet business needs.

## Base Location

Home Based, with the requirement to meet in the Runcorn head office when needed.

## Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role:

- Work within the existing business development team, to produce high-quality, compelling, and persuasive written content for bids, business proposals, and other work-winning submissions.
- Ensure the various stages of the bidding and tender process and completed in a timely manner and to a high-quality.
- Lead multiple and concurrent individual bid responses.
- Conduct detailed and in-depth research on market trends, competitors, and clients to inform proposals and strategies.

- Use AI generated content to improve the speed and quality of bid production .
- Consult with Corporate and Operational SMEs to gather bid content.
- Consult with Corporate and Operational SMEs to contribute to drafting and bid refinement.
- Build and maintain an AI library for bid generation.
- Develop business intelligence for new opportunities.
- Ensure organisational USPs and win-themes are golden threads through each individual bid.
- Deliver business propositions that adhere fully to service specifications, HCRG best practice models and policies, and maximise scoring against set criteria.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care Think Do	
•Inspire • Challenge •	Accountability
•Understand • Improve •	Involve
•Communicate • Learn •	Resilience

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation.

This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures

- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their

capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- Excellent written and oral communication skills
- Experience writing content for bids, tenders, and business proposals.
- Experience with business development and obtaining business intelligence.
- Demonstratable experience working with and maintaining AI technology.
- Experience working in high-pressured deadline-driven environments.
- Possess a conscientious nature with a high attention to detail.
- Experience liaising and building relationships with internal and external stakeholders.
- Excellent time-management skills
- Willingness to travel for work when required.
- Knowledge of tendering processes e.g., NHS England Commissioning processes.

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Manager signature

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