

**Location:** Home based, with frequent travel to sites across the UK

**Reporting to:** Senior Business Development Manager for Urgent and Secondary Care

**Hours of work:** 37.5 per week with the ability to be flexible when required to meet deadlines

### Qualifications

- Recognised qualification or relevant experience in a writing related field e.g. technical writing, report writing, content or copy writing, journalism or a bid writing background

### Experience:

- Proven experience in writing bids within the healthcare sector
- Proven skills in producing and editing either reports, written copy, articles or proposal/tender content
- Team working including the ability to work closely with people from a variety of backgrounds/professions
- Ability to work under pressure, to tight deadlines and within a complex environment
- Experience of research to inform the development of written responses/documentation
- Ability to adapt to sudden changes to workload and priorities

### Skills / Knowledge

- Demonstrable knowledge of Healthcare, and the NHS
- Excellent oral and written communication skills, confidence in briefing accurately and convincingly to a range of audiences
- High levels of attention to detail including grammar, spelling and formatting
- High levels of computer literacy including Excel, Word and PowerPoint



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## IUC Business Development Writer & Researcher

The post-holder will play an important role within the business development team located in both the Primary Care and Secondary Care service line of Practice Plus Group's Health Care divisions.

The main responsibility will be to research and produce professionally written proposal content that clearly articulates Practice Plus Group's offer to clients in a clear and concise manner. This role requires an ability to work under pressure and to demanding deadlines.

This post-holder will be required to work closely with clinical and operational colleagues and Subject Matter Experts to gather information and evidence to be used to develop compelling written proposals and responses to tender questions. A strong and confident communicator, you will be expected to gather information from a wide range of sources in the organisation, and share these proactively with your team.

Practice Plus Group has teams located around the country, and the post-holder will be expected to frequently communicate with people via emails, telephone calls, video conferences, and face-to-face meetings.

This post will focus predominantly on Urgent and Secondary Care healthcare services and associated opportunities. However, the post holder will be expected to work flexibly to support other business development opportunities should the need arise. Those opportunities may be drawn from existing Practice Plus Group's services or new service areas.

### Key Working Relationships:

- Practice Plus Group colleagues in service lines – especially Integrated Urgent Care and Secondary Care, and support functions
- Business Development team members
- Subcontractors and operational partners where involved in tender responses
- Senior Managers and Directors
- Local clinicians

### What you'll be doing:

- The post holder will be required to work in accordance with the Bid Standard Operating Procedures (Bid SOP)
- Proactively develop and manage a network of subject matter experts, liaising with them for all the information required
- Reading and understanding all bid documentation issued by commissioners, including detailed service specifications and Health Needs Analysis reports
- Re-work and/or update existing pre-written content where relevant
- Write bespoke responses to bid questions, answering all points within the strict word limits set

## Other factors:

- Travel will be required on occasions, reimbursed in line with Practice Plus Group's expenses policy
- Ability to prioritise own workload with a high degree of personal organisation
- Ability to demonstrate resilience and respond positively to change and uncertainty
- Ability to build purposeful relationships and command confidence
- Ability to present confidently using a range of media
- Ability to challenge constructively



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## IUC Business Development Writer & Researcher

- Write all responses in-line with our Bid Style Guide, including specified rules around grammar and terminology
- Deliver completed written proposal responses to the bid manager against agreed deadlines, escalating issues as required
- Liaise with reviewers from our senior clinical and operational teams, receiving feedback on written responses and amending them in response
- Re-write / edit proposal responses from a variety of stakeholders
- Ability to coach staff in writing best practice
- Ability to converse with senior members of the clinical and operational teams, and the confidence to challenge them constructively when appropriate
- Strong time management / prioritisation skills
- Strong written English language skills
- Strong IT skills, including the ability to use web-based portals to retrieve bid information from commissioners and send messages
- Researching the healthcare market at national and local health economy level in addition to obtaining and disseminating key findings from inspection reports, particularly those relating to current business
- Responsible for regularly updating and refreshing examples and evidence of good practice within the bid evidence database, including frequent communication with and site visits to clinical teams in our sites across the country
- Assembling a library of previous responses and bid material to support completion of tender responses
- Create high quality award submissions where relevant award opportunities have been identified
- Participate in the weekly adverts rota to research and identify suitable Business Development opportunities
- To promote the use of the Huddle bid management system or other databases that may be agreed from time to time
- Develop excellent working relationships with colleagues and partners

**NOTE: This job description is not intended to be an exhaustive list of all duties, and responsibilities associated with the job. Other duties may be assigned.**