

Position description

Title of the role:	Bid Coordinator/Tender Writer
Classification:	SCHADS Level 6
Schedule:	B
Program Area:	Business Development
Location:	Fairfield
Reports to:	Director Business Development
Last Revised:	March 2025

About Wellways

Wellways Australia is a leading not-for-profit organisation dedicated to ensuring all Australians lead active and fulfilling lives in their community. We work with individuals, families and the community to help them imagine and achieve better lives. We advocate for change to make sure people can access the best possible care and information when they need it. We provide a wide range of services and assistance for people of all ages with mental health issues, disabilities, and those requiring community care.

Wellways is an equal opportunity employer that offers generous salary packaging and opportunities to undertake professional training and development. People with lived experience, Aboriginal and Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds bring highly valued skills to our workforce.

Our Values

Honesty:

- We are open and sincere in all interactions
- We show compassion and consideration to all our stakeholders
- We take responsibility for our actions

Acceptance

- We champion and respect all voices and choices
- We accept people no matter how complex their needs
- We see the person, the family and the community

Fairness:

- We believe everyone has the right to equal opportunities
- We challenge social injustice and advocate for change
- We collaborate to solve problems

Commitment:

- We are committed to our work and we won't give up
- We have the courage to make decisions and are accountable for our actions
- We dare to go down new roads and challenge accepted wisdom

Participation:

We promote participation and transform lives and communities
We value the expertise and contribution of everyone we work with
We build knowledge and lead conversations

Our approach to service delivery

Our recovery services are guided by our values and informed by our Well Together Model. This approach means we work at 3 levels, with the individual, with their families and friends and with the community. Well Together recognises that developing skills, building confidence and strengthening relationships will help people to recover and to live independently. The model provides an evidence-based approach to create individually tailored, effective recovery support packages. Wellways assists individuals to develop the capacity to manage their own wellbeing, equip family and friends with information and skills, and engage community members in support networks.



Advocacy Services

We have a strong advocacy program, informed by the lived experience of people with mental health issues or disability, their families and friends. Members of Wellways play a vital role in developing our advocacy platform. We advocate for systemic change that will create better conditions and improved opportunities for people with mental health issues and their families.

All our recovery services and advocacy programs:

- Support and create opportunities for recovery
- Value cultural diversity
- Value peer participation and leadership (participant and carer)
- Are underpinned by evidence-based best practice

Context of the role

The Bid Coordinator/Tender Writer is part of the Business Development team which provides services to the organisation in business growth, marketing and communications, fundraising, executive and administrative support and governance.

Position Summary

The Bid Coordinator/Tender Writer is responsible for ensuring the delivery of end-to-end competitive bids and driving outcomes in a highly efficient manner. Projects will vary and often run simultaneously with the key objective to support and enable to delivery of Wellways Australia’s strategic objectives and business growth targets. Projects include managing processes for competitive tendering (a large part of the role).

Key responsibilities for this role include

- Coordinate Wellways’ tender preparation, including contributing to writing and development of models of care.
- Undertake all tasks required within the initiating, planning, controlling, executing and closing phases of projects
- Ensure projects are delivered on time and on budget
- Provide administrative support coordination to the tendering team, including formatting and submission of tenders
- Ensure all corporate services functions are aware of successful tenders and are informed to assist with the roll out of new programs.
- Monitor and report to the Executive Leadership Team and relevant teams/committees on all Wellways bids
- Collaborate with key internal and external stakeholders to ensure successful buy-in from relevant individuals, groups, agencies etc.
- Manage external subject matter experts/advisors engaged to provide advice on specific projects
- Build and maintain a database and resource library to build business intelligence.

The Bid Coordinator/Tender Writer reports the Company Secretary and Director Business Development and will be required at times to attend the Executive Leadership Meetings to report on projects.

Refer to **Attachment 1** for a reference to the overall Wellways organisation structure.

Responsibilities

Areas of Responsibility	Accountabilities
<p>Tender Bid Management</p>	<ul style="list-style-type: none"> • Coordination of Bid Activities: Lead cross-functional teams in the preparation of bids, coordinating inputs from various teams & stakeholders, including finance and assets, people and culture, marketing and communications, lived experience leadership and operations. • Timeline Management: Establish and manage timelines for bid preparation, ensuring all deadlines are met without compromising quality. • Content Development: Write high-quality, persuasive tender documents that clearly articulate the organisation’s value proposition, capabilities, and experience.

	<ul style="list-style-type: none">• Customisation: Tailor proposals to meet specific commissioner requirements and evaluation criteria, ensuring compliance with all submission guidelines.• Review and Editing: Conduct thorough reviews of bid submissions for clarity, coherence, grammar, and adherence to branding standards.
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Strategy Development	<ul style="list-style-type: none"> • Market Research: Conduct thorough research to identify potential bidding opportunities that align with the organization's strategic goals. • Pipeline Development: Maintain and manage a robust pipeline of upcoming bids, ensuring timely updates and tracking of progress. • Bid Strategy Development: Develop and implement bid strategies that align with Wellways' objectives, ensuring a competitive edge in submissions.
Stakeholder Engagement	<ul style="list-style-type: none"> • Collaborate with internal stakeholders to assess opportunities and prioritise bids based on strategic fit and resource availability. • Co-production: Facilitate the engagement of people with lived experience in business development processes, including the development of submissions
Data Management and Reporting	<ul style="list-style-type: none"> • Resource Compilation: Develop and maintain a centralised library of bid resources including templates, case studies, past proposals, and relevant documentation. • Continuous Improvement: Regularly update the resource library based on feedback from successful and unsuccessful bids to enhance future submissions.
Team Effectiveness	<ul style="list-style-type: none"> • Support the development of team's project activities and timelines. • Actively engage in collaborative work practices within bid teams. • Participate in team meetings. • Work as part of the team on the basis of an ethos of collaboration, co-operation, respect and mutual support. • Support the on-going development of, culture based on shared accountability and effective knowledge sharing.

<p>Organisational Alignment Working with key stakeholders, supporting corporate actions</p>	<ul style="list-style-type: none"> • Establish and maintain relationships with others to ensure effective service delivery to participants. • Participate in organisational promotions and develop appropriate linkages with others (such as Wellways programs other community agencies, clinical services). • Support the Director Business Development in embedding high standards of ethical corporate conduct and understanding of effective decision making and tender frameworks across Wellways
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Essential Requirements, Knowledge, Experience and Skills

<p>Qualifications & Essential Requirements</p>	<ul style="list-style-type: none"> • 3 years of experience in bid management or tender writing. • A bachelor’s degree in business, Communications, Marketing, or a related field (desirable). A master’s degree is a plus. • Excellent communication and interpersonal skills for effective collaboration with stakeholders. • Exceptional writing and editing skills with a keen eye for detail and proficient in using bid management software and tools. • Strong project management abilities with experience coordinating multiple bids simultaneously. • Proactive and self-motivated with a results-driven mindset. • Strategic thinker who can analyse complex information and develop effective solutions. • Adaptable to changing priorities and able to work under pressure. • Evidence of the right to work unrestricted in Australia. • Verification of key qualifications and accreditations. • Satisfactory Police Records Check • Working with Children’s Check • Right to Work within Australia • NDIS Worker Orientation completion certificate • NDIS Worker Screening Check • Available to participate in out of hours activities as required to undertake the requirements of the role.
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Technical Knowledge and Experience	<p>Required:</p> <ul style="list-style-type: none">• Demonstrated experience with bidding / work winning concepts, procedures and processes• Understanding commissioner requirements and needs of the target audience to ensure submissions are specific to that commissioner• Exceptional stakeholder management skills and experience• Budget development and reporting• Commitment to best practice• Establish effective project governance and controls to deliver quality outcomes• Strong written and verbal communication skills with the ability to prepare high quality written material• Strong business judgement, ability to operate autonomously• Team leadership and ability to instill a vision for the project• Lead delivery on projects across diverse and distributed locations• Adobe Acrobat and Adobe Creative Suite (InDesign, Illustrator, Photoshop) experience preferred• Be outcome focused and have a thorough understanding of the factors affecting end product and result
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<p>Skills</p>	<p>Bid Management</p> <p>Required:</p> <ul style="list-style-type: none"> • Ability to write technical responses to deadlines and adapt style for varying audiences • Strong editing and proofreading skills <ul style="list-style-type: none"> ○ Document formatting (e.g. editing text to fit into online portals all the way through producing attractive documents to be print and bound, etc) ○ Proofreading documents with a great deal of accuracy, often under significant time pressure. ○ Editing responses for tone, word count, etc. • Record Keeping & Data Management <ul style="list-style-type: none"> ○ Enter, track, and monitor tender opportunities, progress, and outcomes ○ Produce Dashboard for FARRM and Board • Budgets: <ul style="list-style-type: none"> ○ Understanding of financial requirements and ability to assess viability of opportunities ○ Support FBPs to create budgets in line with funding requirements and organisational strategy • Stakeholder management <ul style="list-style-type: none"> ○ Internal: bring together internal teams to produce responses, keep all teams up-to-date on tender opportunities and progress ○ External: develop relationships with partner organisations and include them in the tender process as required. <p>Desirable:</p> <ul style="list-style-type: none"> ○ Data analysis <ul style="list-style-type: none"> ▪ Ability to assess information from Tender database to help inform business decisions (e.g. success with particular funders, service types, etc) and present that information in an accessible format. <p>Platforms/Applications</p> <ul style="list-style-type: none"> • Microsoft suite (high skill level required) <ul style="list-style-type: none"> ○ Word: formatting documents ○ Teams: working with shared files and channel management ○ Excel: budget templates for submissions, database maintenance and management ○ Powerpoint: create presentations for tender workshops and interviews • Canva (reasonable familiarity) <ul style="list-style-type: none"> ○ Ability to create graphics for tender responses, such as staffing diagrams, service maps, consumer journeys, governance charts, etc. • Tender portals (experience using portals or similar) <ul style="list-style-type: none"> ○ Ability to enter responses into various tender portals online (understanding of content restrictions in each platform and ability to adjust responses accordingly) <p>Leadership</p> <ul style="list-style-type: none"> • High level expertise and leadership experience in the strategic
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	<p>development and delivery of business development functions</p> <ul style="list-style-type: none"> • The ability to communicate messages that generates enthusiasm and commitment • Action oriented and able to drive innovative solutions <p>Strategic planning</p> <ul style="list-style-type: none"> • The role requires a highly motivated, independent thinker who is comfortable supporting strategic recommendations • The ability to establish an integrated perspective of the organisation’s services and identify suitable opportunities where interventions add value <p>Communication</p> <ul style="list-style-type: none"> • Strong written and verbal communication skills with the ability to tailor communication styles to accommodate different audiences using the most effective channels • Effectively interpret, translate and communicate technical information to different audiences including non subject matter experts • Ability to establish and maintain clear mechanisms to communicate project status and change to relevant stakeholders
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Additional Information

This position description may be modified from time to time to reflect organisational changes. Any changes will be discussed and agreed with the incumbent.

Financial Delegation: As per delegation schedule

People – Number of Directs: n/a

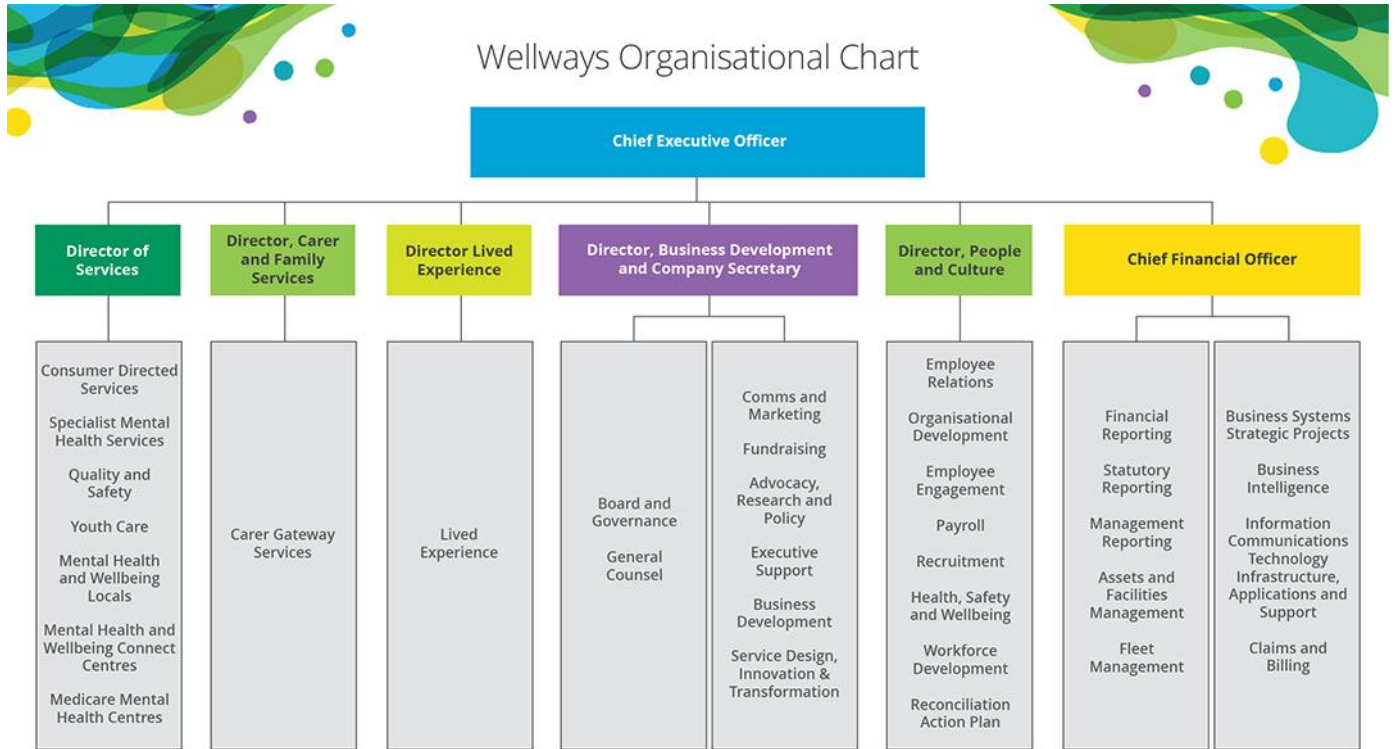
Travel Percentage:

As required

On Call:

n/a

Attachment 1



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