

	Position Title:	Bid Writer
	Division:	Strategy, Technology and Analytics
	Program:	Strategy
	Band:	B
  	Stream	Stream 5, Level 4-5 based on experience
	Date:	August 2026

ROLE PURPOSE

The Strategy, Technology and Analytics team enables Berry Street Yooralla to deliver effective, accountable and future focused services through strong strategy, technology, information management and analytics. The portfolio supports secure systems, responsible information stewardship, privacy and knowledge management, working collaboratively across the Berry Street Yooralla to support evidence-based decision making and continuous improvement.

The Strategy Office is responsible for executing organisational strategy, securing new government funding, and project management. The Bid Writer is an important role to help secure new government funding.

The Bid Writer's primary function is to draft winning high value tenders and grant applications to state and federal governments, so that Berry Street Yooralla can continue to grow our impact for children, young people and families across Victoria.

The Bid Writer will help coordinate cross-functional bid teams, working closely with subject matter experts from program teams and other central support teams to gather and clearly articulate all technical content required for a winning proposal.

PRIMARY OBJECTIVES OF THE ROLE

The primary objectives of the Bid Writer are:

- Planning, drafting and coordinating high-value tenders and proposals that are concise, compelling and compliant.
- Working closely with subject matter experts from operational and shared services teams to gather and draft high-quality content for use in proposals, including case studies.
- Contributing to continuous quality improvement in business development.

REPORTING RELATIONSHIPS

This role is based at Collins Street office on Wurundjeri Country.

This role reports to the Senior Manager Bids, who will provide supervision and coaching in bid writing best practice aligned with the Association of Proposal Management Professionals (APMP).

EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Yooralla Code of Conduct, which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement.
- Raise all health, safety, and wellbeing issues or concerns with managers, observe all safe work procedures and instructions, and take reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner.
- Promoting and protecting the human rights of people with disability, in accordance with the UN Convention on the Rights of Persons with Disabilities (CRPD) (2008).
- Working to ensure high-quality and safe supports and services for NDIS participants, meeting and exceeding the NDIS Practice Standards and Quality Indicators.
- Meeting obligations under all relevant Victorian and Commonwealth legislation.
- Participate in regular supervision, performance planning and review processes and probationary reviews.
- Complete mandatory training within designated timeframes.
- Berry Street Yooralla is committed to service delivery that prioritises and celebrates diversity and inclusion. Every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality, or religion.
- Berry Street Yooralla is committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify as LGBTIQ+.
- Berry Street Yooralla is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children, in accordance with our legal obligations including MO 1359 and child safe standards.
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ROLE RESPONSIBILITIES	Specific responsibilities, duties and tasks
Day to Day responsibilities	• Plan, draft and coordinate high-value tenders and proposals that are concise, compelling and compliant. • Work closely with subject matter experts from operational and shared services teams to gather and draft high-quality content for use in proposals, including case studies. • Daily tender scanning to identify and pre-screen new tender opportunities and clearly communicate tender specifications to senior leaders to inform 'go / no go' decisions. • Align all content and win themes to Berry Street Yooralla's broader strategic plan.
Administration and Reporting	• Ensure compliance with the bid governance framework for every bid. • Support monthly bid governance reporting metrics including win rates and return on investment. • Participate in post bid reviews and continuous improvement initiatives.
Community, Stakeholder Engagement & Program Development	• Work collaboratively across teams to gather insights and evidence from subject matter experts. • May be required to work with representatives from community partners / subcontractors as part of developing proposals. • As a central team member, model continuous quality improvement within the wider organisation.
Other	• When not writing bids, the bid writer will undertake market research and environmental scanning of government resources

	including tender websites, policy papers, budget papers, media releases etc. • Other duties as required (may include drafting policy briefs for internal stakeholders or supporting policy submissions to government). • May be required to travel between sites.
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KEY SELECTION CRITERIA

- Demonstrated strong interpersonal and communication skills with the ability to build trusted relationships, foster collaboration and navigate complex stakeholder environments.
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies.
- Exceptional writing skills who can quickly analyse and synthesise technical information into clear and compelling content.
- Knowledge of the Australian social services or social policy sectors (ideally) and/or demonstrated experience writing successful tender responses or influential briefings on public policy.
- Strong professional writing skills, with the ability to convert technical content into bids that are concise, easy to understand, and tailored to target audience.
- Ability to quickly review and synthesise technical information in policy, tender or other government documents, with experience in a professional writing or policy role.
- Demonstrated experience in stakeholder management & ability to operate across hybrid teams (virtual and face to face, remote, regional and metro).
- Ability to self-organise to deliver on strict timelines, with strong initiative and problem-solving skills and an openness to adjust ways of working to achieve business objectives.
- Openness to learning on the job including participating in available coaching, supervision and after-action bid reviews.

QUALIFICATIONS AND OTHER REQUIREMENTS

- Bachelor's degree in relevant field, for example social policy, communications, journalism.
- 1-3 years' experience working as a Bid Writer.
- Staff members must hold a valid WWCC, NDIS Workers Screening check, and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

HIGHLY DESIRABLE

- APMP Bid Foundation Certification.

INHERENT REQUIREMENTS OF WORK ACTIVITIES/ENVIRONMENT

The following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Client Facing and Service Delivery	Work with clients who may have a physical, psychiatric, or sensory disability.	Not Applicable
	Interact with clients and members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Occasional
	Work with complex clients which may expose you either directly or vicariously to emotionally challenging concepts such as self-harm, trauma, illegal activity and/or violence.	Not Applicable
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Not Applicable
	Work in a client's home or their family home alone and/or with others.	Not Applicable
	Represent, advocate, and cooperate with legal processes which may include attendance to court.	Not Applicable
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in different geographic locations.	Occasional
	Be exposed to all outdoor weather conditions.	Not Applicable
	Work via computer from home as required.	Daily
	Work office hours with the possibility of extended hours. Flexible arrangements by agreement.	Regular
	Work rostered hours with the possibility of overtime.	Not Applicable
	Work on-call after hours.	Not Applicable
	Work in an open plan office with no assigned desk.	Daily
	Work in buildings which may require the use of stairs or elevators.	Regular
	Sit at a computer or in meetings/meeting rooms via video conference facilities or in person for extended periods.	Daily
	Work in educational or community facilities.	Occasional
	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Occasional
	Undertake training and professional development activities both internal and external to the organisation.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, data entry, writing reports, case notes/plans and client records. Manage resources and budgets. Research and analyse information and data.	Daily
	Use technology including computers, photocopiers, telephones including mobiles, projectors, televisions, video conference facilities and electronic whiteboards.	Daily