Bid Writer / Manager Job Description

Employment: Full-time, Permanent

Salary: Dependent on Experience

Location: Billingham (Hybrid – minimum 3 days per week in office)

Travel: Occasional travel may be required for client meetings, site visits, or collaboration sessions

Security: Successful candidates will be required to pass a basic disclosure check and may be subject to a security interview

About The Role

Nicander Limited is seeking an experienced and proactive Bid Writer / Bid Manager to join our team. The successful candidate will play a pivotal role in leading and supporting tender submissions across our growing core service areas, with a primary focus on Asset Management System tenders. They will also contribute to bids in related fields, including Highways Incident Management, Innovation Grants, Consultancy Services, and Bus Priority Systems.
This role is ideal for someone with strong writing, coordination, and analytical skills, who thrives in a fast-paced, technically driven environment and enjoys managing the full bid lifecycle from opportunity identification to submission.

Key Responsibilities:

Bid Management

- Lead and coordinate the end-to-end bid process, ensuring timely delivery of compliant, high-quality submissions.
- Manage bid schedules, governance processes, and internal review cycles.
- Coordinate input from technical, commercial, and delivery teams to develop compelling and compliant responses.
- Perform initial compliance reviews of tender documentation and manage clarifications through tender portals.
- Maintain bid trackers, submission logs, and document control systems.

Bid Writing and Content Development

- Write, edit, and tailor qualitative responses that clearly articulate Nicander's value propositions and differentiators.
- Translate technical and operational information into clear, persuasive content suitable for public sector evaluations.
- Develop storyboards and structure responses around key win themes and evaluation criteria.
- Ensure consistency of tone, formatting, and branding across all bid materials.

- Create and maintain reusable content in the bid library for recurring requirements (e.g. ISO27001, Cybersecurity, Social Value).

Collaboration and Coordination

- Work closely with subject matter experts, project managers, and technical leads to gather accurate information and evidence.
- Liaise with finance and commercial teams to support pricing submissions, value-for-money narratives, and financial appendices.
- Collaborate with the leadership team to define win strategies, key messages, and differentiators.
- Support presentations, design materials, and client-facing documents as part of the bid process.

Continuous Improvement

- Review and refine the existing bid library, ensuring all content is current, accurate, and aligned with corporate messaging.
- Conduct post-bid reviews and lessons-learned sessions to improve future submissions.
- Support the development of templates, style guides, and bid process documentation.

Skills and Experience

Essential

- Proven experience in bid writing and management within Asset Management in a public tendering environment.
- Excellent written communication skills with the ability to produce clear, concise, and persuasive responses.
- Strong understanding of UK Public Sector Procurement (including frameworks such as Crown Commercial Service, local authority, and DfT opportunities).
- Organised and detail-oriented, with the ability to manage multiple bids simultaneously under tight deadlines.
- Confident working with online tender portals (e.g. Atamis, Proactis, Delta eSourcing, Jaggaer).
- Technically literate and capable of interpreting complex specifications and technical documentation.
- Excellence in Microsoft Word, Excel, PowerPoint, and Adobe Acrobat.
- A strong understanding of the role of AI in bid writing and a demonstrable strategy for making best use of the technology.

Desirable

- Experience with innovation funding bids (e.g. Innovate UK, research and development proposals).
- Understanding of ITS (Intelligent Transport Systems), Smart Infrastructure, or Asset Management technology.
- Familiarity with ISO management systems (ISO9001, ISO27001, ISO14001) and UK Government cybersecurity standards.

Personal Attributes

- Self-motivated, with a proactive and collaborative approach.
- Strong interpersonal skills and the ability to work effectively with diverse teams.
- Excellent attention to detail and commitment to quality.
- Adaptable and comfortable working in a dynamic, deadline-driven environment.
- Strategic thinker with the ability to align bids with Nicander's growth objectives.

About Us

We are a software development and IT business with an international client base. We specialise in delivering Traffic Control Centre Systems and Highways Asset Management Systems to national and local authorities.

Based in the Tees Valley, we are passionate about building long-term partnerships with our customers by delivering software solutions, service, and support that provide measurable operational value.

We pride ourselves on fostering a supportive and empowering culture where individuals are trusted to make decisions, contribute ideas, and grow professionally. This is an exciting opportunity to join a well-established company with ambitious growth plans and a strong, collaborative team.

The Benefits

As well as offering a competitive salary, we also have an attractive package allowing you flexibility, and the opportunity to develop your knowledge and skills, which includes:

- Competitive salary
- Flexible working hours
- Hybrid working week – 3 days minimum in the office
- Company profit share bonus (paid annually in March)
- Regular social activities for staff
- Opportunity to develop professional skills with training time allocated each month
- Support to gain industry standard qualifications
- 28 days paid holiday plus public holidays
- Birthday day off (if falling on a working day)
- Long Service Holiday Scheme
- Buy/Sell Holiday Scheme
- Contribution towards professional memberships i.e. IET, BCS etc
- Amongst others.