

POSITION DESCRIPTION



COMMUNITY HOUSING LTD
GROUP OF COMPANIES

TENDER/PROPOSAL WRITER

Location: TBA

Reports to: Senior Project Manager

Supervises: N/A

CHL Capability Band: #2

Primary Purpose:	Coordination and writing of all tender proposals
Accountabilities:	<p>Working with Project Management, Finance Team and Senior Managers, the Tender/Proposal Writer will be responsible for ~</p> <ol style="list-style-type: none"> 1. Creation of clear, concise Project Mandates, Business Cases, Project Plans and Response Documents according to defined criteria 2. Development of key messages for each tender/submission and ensuring these are effectively and consistently included 3. Development and growth of our Submissions Content Library 4. Additional appropriate support to rest of project team and broader organisation
Technical Skills, Experience & Qualifications:	<ul style="list-style-type: none"> • Qualifications in professional writing, media/communications or business development • Commercial business experience and understanding of the Australian property market • Expertise in writing government tenders and project proposals with a focus on commercial outcomes • Commitment to the right of every person to good quality housing • Current Driver's Licence (mandatory) • Satisfactory Police and Working With Children's Checks
Key Capabilities:	<p>Gathers Information – Draws on information and alternative viewpoints. Uses knowledge of CHL to tailor approaches to different issues.</p> <p>Influencing – Use persuasive arguments to influence outcomes and support recommendations</p> <p>Business & Political Acumen – Understands CHL's strategic direction and business goals and the political context. Understands the impact of external events and changing stakeholder needs on CHL</p> <p>Achieves Results – Sees projects through to completion. Monitors work progress and manage priorities. Commits to achieving quality outcomes and adheres to documentation procedures</p> <p>Technology - Supports the use of new technology and develops skills to master new technologies. Displays in-depth knowledge of applications relevant to the role sufficient to meet performance standards</p> <p>Project Management - Readily applies project management methodology to achieve stated objectives. Contributes to the development of project schedules and plans.</p> <p>Financial Management – Understands basic financial terminology</p> <p>Communication - Confidently presents messages in a clear, concise and articulate manner. Focuses on key points for the audience and states the facts. Structures message for brevity and presents message with precision and confidence, harnessing the most appropriate methods of communication</p> <p>Professionalism - Values specialist expertise and capitalises on the knowledge and skills of others within CHL. Contributes own expertise to achieve outcomes for the business unit</p> <p>Health, Wellbeing & Safety - Identifies and follows safe work practices, and is vigilant about their application by self and others. Adopts a positive and balanced approach to work</p>