**Functional Bid Writer**

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| Job title | Functional Bid Writer | Job family | TBC |
| **Grade** | TBC | **Reports to** | Bid Manager |
| **Location** | Home Based, with travel to the office as required. | **Team size** | Direct – 0  Indirect reports – 0 |

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| About the role: |
| Zellis is seeking a Functional Bid Writer to own and deliver the functional aspects of our bid responses. This role will work across all sized customers and industries and across all the Zellis products.  You will be required to engage with internal stakeholders acting as a key member of the virtual Bid Office to validate that every bid clearly articulates our market leading product/solution and the value Zellis and our partners can deliver.  As the Functional Bid Writer you will show your credibility in the knowledge of our systems and a passion for showcasing the best of technology and services. The Functional Bid Writer is expected to have close working relationships with all areas of the Zellis business, as well as the wider Zellis group and partners.  Your credibility will enable you to influence whilst maintaining a pragmatic and transformational approach to delivering compelling responses. Acting as the voice of the current and potential customers you will validate that internal stakeholders understand and are aligned to the expectations, inspiring others with a “can do “ attitude. |
| **Role accountabilities and responsibilities:** |
| **In this role your key responsibilities will be:**   * Lead the functional responses to address the customers objectives and support resolving their challenges. * Present the functionality of the systems in a clear and compelling way, whether that be as part of a bid response or in a presentation. * Partner with all areas of the business to input into the future roadmap for the system. * Work as part of a cross-functional pursuit team from the start of the pursuit, through the development of the win themes and the creation of the compelling response. * Input into the development of documents required for review/governance checkpoints and manage pursuit risks and issues. * Escalate issues, risks and conflicts that need to be mitigated. * Maintain alignment with product development and update the functional descriptions/content contained within our master proposal document, and our central library/information systems, to match. * Manage communications and performance against process milestones. * Cross-functional influence and relationship building, internally and with our partners.   **Essential Skills/behaviours:**   * Exceptional communication skills and ability to develop robust and enduring relationships with stakeholders at all levels of the internal and/or customer business (where relevant). * An action oriented and collaborative collaborator by nature. Enthusiastic, driven and with the ability to gain confidence and buy-in from their team and peers. * Experience in bid response technology, ideally utilising AI. * Proven experience of writing compelling bid responses from a system functionality perspective. * Strong customer focus and ability to act as a point of escalation, driving through the remediations. * Continuous improvement mindset and problem-solving skills. * Capable of conveying complex concepts in simple terms and of tailoring written output to suit the audience. * Excellent attention to detail. * Preferred experience of Zellis and elementsuite applications and partner technologies. * Good understanding of HR, WFM and payroll business processes. |
| **Special circumstances / Other requirements e.g. travel requirements, working arrangements etc** |
| Travel to Zellis or partner offices as required. |

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| About Zellis Group |
| We are Zellis Group. The UK and Ireland’s leading provider of pay, reward, analytics and people experiences.  Zellis Group consists of three companies - Zellis, Moorepay and Benefex - who provide services to different customers and have the autonomy to design and deliver products to meet their unique needs. We are three distinct and successful businesses, but there is power as a group.  Our overall purpose is to *power exceptional employee experiences so you and your people do better*.  **Our history**  We have over 50 years of heritage and industry experience – and we’ve been ahead of the curve throughout.  More than half a century ago, we were founded as Peterborough Data Processing. Quite a lot has changed since then – not least our name.  We were acquired by Northgate, becoming NorthgateArinso in 2007 and NGA Human Resources UK and Ireland in 2014, where we were joined by Moorepay. In 2018, the UK and Ireland division was sold to Bain Capital and now we operate as a standalone company.  After acquiring Benefex, we’re now even better equipped to serve the complex needs of our customers.  In September 2020 we launched Zellis HCM Cloud, the exciting next evolution of ResourceLink, our flagship payroll and HR solution.  **We’re proud of our culture**  At Zellis we work hard to create a culture where people want to join, belong to, and be part of a progressive organisation. We’re committed to recruiting and retaining a diverse and inclusive workforce that is representative of the customers we serve and the communities we operate in.  **Our values,** which were defined with input from all of our 2,000 colleagues, are not empty words on a poster. They reflect who we are, and how we operate as a business.  A screenshot of a computer  Description automatically generated |

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