



Position Description

KING & WOOD
MALLESONS

Position Title:	Bids Manager (contract role 3-6 months)
Supervising Partner / Manager / Supervisor:	Bids Manager
Practice Group / Shared Services Team:	Business Development & Marketing
Centre	Melbourne or Sydney

Date Created / Last Edited:	March 2021
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Working. Respect. Together

King & Wood Mallesons is committed to creating an inclusive, fair and respectful culture. We require all partners and staff to contribute to a safe working environment which is free from unlawful discrimination and/or harassment. We also require partners and staff to maintain a professional standard of dress, appearance and behaviour during work and at work related functions.

We acknowledge, understand, accept and value differences among all our people. This may relate to age, marital status, ethnicity, carer's status, gender, physical and mental disability, sexual orientation, gender identity, gender expression, spiritual practice or religious belief, for example.

We recognise the importance of reconciliation with Aboriginal and Torres Strait Islander peoples and pay our respects to them as the traditional owners of country.

Position Summary

This contract role is within the Business Development & Marketing team and focused on implementing the firm's client and sector strategy. You will contribute to the firm's Business Development strategy by executing against profitable growth opportunities across Australia and internationally (as required) by applying market insight, business development, relationship building and brand enhancing skills.

The role will provide support for:

- the BD team in the development and preparation of tender/bid submissions, marketing materials and maintaining content, tools and templates; and
- other sectors and practice groups, working closely with the team's Client Relationship Managers as required.

Reporting to the Bids Manager and working closely with the national BD team, this exceptional opportunity represents a chance to develop and enhance your career in a broad business development and marketing role with recognised leaders in their field- where you'll be both challenged by and exposed to a number of development opportunities.

Your Key Responsibilities

- Assist the Bids Manager with project management of strategic, high value bids and proposals with a focus on Panel RFTs (national, multi-practice group, multi-office) working closely with BD Sector and / or Practice Group leads as required
- Preparing high quality documents and materials, including client driven collateral, pitches and tenders, directories submissions, reports and award submissions
- Bid resource for BD Team under the guidance of the Bids Manager for strategically important proposals, working closely with account leadership teams to develop value proposition, guide proposal development and draft key sections
- Liaison point between BD and other KWM internal stakeholders (such as General Counsel, Pricing, and Conflicts teams) in the development of tender responses

- Maintenance and development of Standard Text for tenders document including drafting new text, updating information on a regular basis and drawing from latest pitches for new content
 - Identifying client feedback opportunities in relation to firm proposals
 - Maintaining and updating client data and client reporting in the CRM including identifying process improvements as it relates to the bids function
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Your Key Relationships

- Bids Manager
 - Business Development & Bids Executive
 - National Business Development & Marketing team – in particular, the CRMs, BD Advisers & Executives across Practice Groups & Sectors
 - Sector CRPs and leads, partners, legal staff and practice assistants
 - Other Shared Services teams
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Capabilities

Our Capability Framework is a key tool to help drive business results and achieve our vision of leading the way in creating value, centred on what our clients need. To succeed in this position the following capabilities are to be achieved:

People

- Respectful and supportive interactions that lead to firm high performance
- Building effective teams by empowering and coaching people
- Leading through collaboration and accountability

Clients

- Consistently delivering superior client service
- Becoming a trusted advisor through deep understanding of the client
- Building strong and enduring client relationships
- Adapting flexibly to a changing environment to meet client needs

Firm

- Application of technical knowledge to advance the client's commercial objectives
- Development of legal and industry/sector expertise
- Effective practice and project management
- Building your professional reputation
- Achieving financial and cost targets
- Commitment to continuous improvement through innovation
- Applying business acumen in pursuit of opportunities for the firm and clients
- Effective workload and project management

Financial

- Applying business acumen in delivery of service to clients
 - Achieving business, project and budget goals
 - Commitment to continuous improvement through innovation
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Knowledge

- Tertiary qualifications in Marketing, Business, Law, or Arts (preferred)
- Minimum of 3 years' relevant experience with demonstrated track record of success in business development roles within a corporate, professional services or related organisation
- Experience in bids management (preferred but not a prerequisite)
- Experience in the real estate sector (preferred but not a prerequisite)

- Expertise, experience and track record in previous bids roles, and or practice development and or key account management
- Strong oral and written communication skills, strong presentation skills
- Ability to juggle numerous projects in a fast-paced environment working to tight timetables; composed under pressure
- Pro-activity and the ability to exercise judgment regarding how/when to push key agenda items forward and how to build interest or buy-in

Skills and Attributes

- High attention to detail
- Strong writing skills and a flair for language and visual presentation
- Interest in BD & Marketing and contributing to enhancing the client experience
- Passionate about our external and internal client's success
- Ability to work well with others and as part of a large, multi-layered team, to work collaboratively and be a 'team player'
- Ability and willingness to communicate with management, partners and clients at all levels (i.e. considering the optimal approach to relevant stakeholders and how to elicit the desired response)
- Ability to win the confidence of clients (internal and external)
- Pro-activity and the ability to exercise judgment regarding how/when to push key agenda items forward and how to build interest or buy-in
- Ability to prioritise and manage competing demands, and deliver against deadlines
- Ability to undertake research tasks and apply analytical skills
- Ability to analyse, problem solve and apply appropriate use of judgment
- Advanced software skills notably Office 2013, Word, PowerPoint, Excel
- Sound understanding of client management databases and software (desirable)

Our Vision and Values

Our global vision...

'To create a unified top tier global law firm headquartered in Asia'

Across our global firm we have values that guide us and that we aspire to live up to...

Client centric
 Dynamic and entrepreneurial
 One team. One firm
 Excellence and innovation
 Stewardship
 Global Perspective

...these are the same whichever part of the firm you working, in all countries.

As King & Wood Mallesons evolves to meet changing strategic and operational needs and objectives, so will the roles required of its staff. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. It provides an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant partner/manager as part of KWM's performance evaluation, development and progression processes.