Job Description – Technical Bid & Proposal Writer

Job Title: Technical Bid & Proposal Writer
Department: Business Development
Reports to: Chief Business Officer
Location: Cheadle HQ, Manchester
Hours: Full Time (37.5 hours per week Monday – Friday)

Job Purpose:

To lead the creation and delivery of high-quality, technically robust proposals and bid documentation that clearly articulate Seda's scientific, technical and operational capabilities to prospective clients. The postholder will translate complex information into compelling, client-focused submissions across proposals, tenders, RFIs and RFPs, ensuring accuracy, clarity and commercial strength. They will also oversee all associated documentation activities, including the review of Master Services Agreements, Terms and Conditions and confidentiality agreements, safeguarding Seda's commercial interests and supporting the efficient progression of new business opportunities.

Key Responsibilities:

Bid & Proposal Delivery

- Lead the end-to-end preparation of bid and proposal content, including RFIs, RFPs, tenders, capability statements and supporting client documentation.
- Ensure proposals are clear, well-structured, persuasive and aligned to client needs and evaluation criteria.
- Coordinate timelines, inputs, reviews and approvals to meet submission deadlines.

Technical Content Development

- Work closely with subject matter experts across ADME sciences, Pharmaceutical Development, Clinical Manufacturing and project delivery teams to gather accurate and current information.
- Convert complex scientific and technical content into readable, client-focused proposal language without loss of accuracy.
- Ensure technical responses are well-positioned, differentiated and consistent across proposals.

Quality, Compliance & Governance

- Ensure proposals comply with internal quality standards, governance requirements and client instructions.
- Manage internal review cycles efficiently and incorporate feedback constructively.
- Maintain version control, document integrity and audit trails where required.

Content & Process Improvement

- Develop and maintain a library of approved technical content, case studies, standard responses and templates.
- Support continuous improvement of bid processes, tools and documentation standards.
- Capture lessons learned from successful and unsuccessful bids to improve future submissions.

Commercial Support

- Provide written support for business development presentations, capability decks, follow-up materials and client communications.
- Where appropriate, participate in client calls or meetings to support clarification and progression of opportunities.

Pricing Accuracy & Commercial Consistency

- Work closely with Business Development, Finance, Project Delivery and Operations teams to ensure proposal pricing is accurate, realistic and aligned with approved cost models.
- Support consistency of pricing assumptions across proposals by referencing previous submissions, contract values and delivery outcomes where appropriate.
- Ensure scope, deliverables, assumptions and exclusions are clearly articulated to protect pricing integrity and minimise downstream change.
- Contribute to post-award and post-delivery reviews by comparing proposed pricing assumptions against actual spend, identifying learnings to improve future proposals.
- Maintain awareness of historical pricing structures, win/loss outcomes, and margin expectations to support robust, repeatable proposal development.

Education, Qualifications, Experience, Skills and Capabilities:
Essential

- Scientific or technical background within pharmaceuticals, life science contract services, or a related environment.
- Proven experience producing high-quality technical documentation (e.g. proposals, protocols, study reports, regulatory or quality documentation).
- Excellent written English, with the ability to communicate complex information clearly and concisely.
- Strong organisational skills with the ability to manage multiple priorities and deadlines.
- Confidence working cross-functionally with technical and commercial stakeholders at all levels.
- Experience in review of legal documentation including terms and conditions, master services agreements and confidentiality agreements

Desirable

- Experience of bid or proposal writing within a CDMO, CRO, pharmaceutical, or biotech environment.
- Familiarity with clinical development, GMP manufacturing, analytical services and /or ADME sciences.
- Experience supporting regulated or audited documentation.
- Exposure to commercial or business development processes.

Business Knowledge & Perspective

- Broad understanding of all areas of Seda, including ADME sciences, formulation and drug product development, clinical manufacturing, analytical, quality, regulatory, and project delivery and how these integrate to support customer programmes.

Personal Attributes

- Detail-focused, with high standards for accuracy and quality.
- Curious and proactive in building understanding of complex technical areas.
- Collaborative and confident in engaging with subject matter experts.
- Comfortable operating at the interface of science and commercial strategy.
- Motivated by contributing directly to company growth and success.