



POSITION DESCRIPTION

June 2022

Position Overview

Position Title: Proposal Writer							
Department/Project: Leonardo Australia			Site Location: Melbourne/Canberra				
Reporting Manager: Bid Manager			Employment Status: Full-time (FTE 1.0)				
Probation/Performance Review Period KPIs: 6 mths / Yearly			Ongoing	X	Fixed		Temporary

General Position Summary & Purpose:

As a member of the Sales and Marketing Team this position reports directly to the Bid Manager.

The role is an integral member of the Leonardo Australia Sale and Marketing Team writing proposals in support of a pipeline of identified opportunities. The role is responsible for development of proposals in response to Requests for Information/Proposals/Quotes/Tenders and unsolicited proposals in the Defence, Aerospace and Civil domains. The Proposal Writer works across the entire Leonardo company portfolio of Helicopters, Aircraft, Space, Electronics and Cyber and Civil Security interfacing with Lines of Business, Divisions and other subsidiaries within Leonardo as appropriate.

Key Responsibilities / Task Areas of Position:

- The role is responsible for:
- Development and management of a suite of exemplar proposal documents
 - Writing proposals in response to Requests for Information/Proposals/Quotes/Tenders and development of unsolicited proposals and White Papers
 - Creation of proposal graphics
 - Participating in the Life Cycle Management and Business Winning Processes
 - Creating and owning offer documentation and transmitting to customers.
 - Maintaining a prospect database to identify new opportunities and to create a funnel to afford an efficient and achievable budget and forecast for the next five years.
 - Participating in major project, sales and business reviews.
 - Establishing, promoting and maintaining the consistent Leonardo corporate brand image at all times, specifically throughout all product lines, promotional materials, and events.
 - Maintain relationships with:
 - All Leonardo Australia functional areas
 - Leonardo corporate Lines of Business, Divisions and other subsidiaries
 - Assist and support in the impending 'One Company' approach and merger of all Leonardo companies in Australia.

Formal Education/Certification/Clearance Requirements:**Essential:**

- Advanced Microsoft product suite and graphic design capability
- Must be able to apply for Australian security clearance

Desirable:

- Formal Sales & Marketing qualification

Professional/Technical Experience Requirements:**Essential:**

- Demonstrated 5 years previous proposal writing experience in the Aerospace, Defence and Civil sector
- Experience working with Bid and Sales & Marketing Managers
- Knowledge of Australian Defence Contracting (ASDEFCON) suite of documents
- Flexibility to adaptability to prioritise across a diverse and geographically separated Sales and Marketing Team
- Excellent presentation and communication skills
- Ability to interface within a complex international organisation
- Strong interpersonal skills
- Ability to create networks and influence internal stake holders
- Ability to quickly determine customer needs and apply creative solutions

Desirable:

- Experience working in defence industry with of the ADF structure, practices, platforms and systems requirements.
- Experience working in a highly secure environment with security clearance