

JOB TITLE: Proposal Executive

REPORTING TO: Proposal Manager

JOB PURPOSE: To work closely with the Proposal Manager in providing a proactive and professional proposals capability to the firm, working closely with lawyers and the wider Marketing and Business Development (MBD) team in winning work through the delivery of client focused and competitive submissions.

JOB DUTIES: To provide end-to-end administrative, design and editorial support, with input where applicable from the MBD team, on a range of new and continuing business proposals including: pre-qualification questionnaires (PQQs); invitation to quote (ITQ); invitation to tender (ITT); request for proposal (RFP); as well as presentation prep and related materials and collating due diligence and compliance questionnaire responses.

To co-ordinate and contribute to the production of proposals, including working with the firm's lawyers to identify key themes and messages, and drafting, collating and reviewing content to ensure a clear focus on client requirements in the production of high quality documents.

To maintain the firm's library of proposal collateral (e.g. boilerplate, biographies, profiles, CV's and final proposal documents, etc.) and ensure that frequently used documents (e.g., certificates and policies, etc.) and information is up-to-date.

To support in the delivery of projects designed to drive best practice in the firm's approach to proposals and in the implementation of solutions to improve efficiency throughout the process.

To facilitate/ undertake client research.

To advise lawyers on best practice and on the firm's response process.

To maintain the proposal tracker and produce monthly outcome reports.

Person specification

Previous experience in a similar, project-driven role is essential, notably in the legal / professional services sectors, as is project management experience, attention to detail, and an ability to influence others.

- Educated to degree level desirable
- Preferably, at least one years' proposals experience, ideally within the legal/professional services sector.
- Excellent organisation and time management skills and an ability to perform effectively under pressure.
- Proactive, energetic and enthusiastic individual with a can do attitude and an ability to prioritise own workload and use initiative to manage proposals.
- Design skills / proficiency in Adobe suite desirable.
- Experience / proficiency of iManage or similar document management system.
- Excellent competency and skills using MS Office packages, including Word, Excel, PowerPoint.
- An effective communicator with excellent oral, written, numerical, accuracy and attention to detail.
- Able to communicate effectively with legal and non-legal staff at all levels.

Location

Option to be based in one of our Scottish Offices (Edinburgh, Glasgow, Aberdeen) and with opportunity for some remote working. The successful candidate will assist the Proposals Manager in delivering submissions for fee-earners across the firm's four offices Edinburgh, Glasgow, Aberdeen and London. In exceptional circumstances, travel may be required to any of the firm's UK offices.

These duties reflect the situation at September 2021 though they may be subject to reasonable change at a later date.

Writing Test to Shortlist Candidates

1. In no more than 500 words, please explain your competence for this role and why working with Shepherd and Wedderburn appeals to you? As a guide, you may want to reference your experience of working in the legal/ professional services sector or, if coming from a non-professional services background, the transferrable skills you will bring to the role, and your experience of leading projects / teams to complete proposals and/or specific projects.