

Position Description

Title: Tender Writer
Location: Majestic Centre
Reports to: Chief Clinical Officer
Direct reports: No

About Habit Health

Our purpose is to support people in their community to optimise health and live their best life. We support people on mental and physical health journeys, helping them restore function, grow stronger, re-establish, and grow social, whanau and/or spiritual connections, be safe at work, gain independence and learn how to manage their pain.

We pride ourselves on being the best option in New Zealand for organisations looking for integrated health services at scale.



Position purpose

Reporting to the Chief Clinical Officer, the Tender writer is responsible for completing high quality proposals and tenders across all services including EAP Services, Occupational Health Services, Rehabilitation and ACC Services. The role includes analysing tender requirements, collaborating with our subject matter experts for content, co-ordinating our team and writing the responses in a way which aligns with our values, purpose and strategic direction.

The role will also work alongside our COO and Marketing team to provide support for content creation within sales and marketing material, the habithealth+ app and Wellbeing hub to ensure ongoing development of current content.

This is a key role within the business working closely with the Executive Team, Regional Managers and Corporate Sales & Relationship Management teams to be successful with all Tender submissions related to clinical service delivery.

This position description is not intended to be complete or limiting – the role will require a proactive and flexible approach to manage tasks that support a rapid and innovative environment.

Key accountabilities

Tender & Proposal Writing

- Research, develop, and write compelling, high-quality tenders and proposals.
- Ensure all responses are clear, concise, and persuasive, demonstrating our value proposition.
- Be open to the use of AI within the tender writing space to enhance proposals, including increasing the speed of delivery, accuracy etc.
- Tailor responses to meet the specific needs of the client or tendering organisation, including working with marketing, where required, to ensure professional and visually interesting presentation.

Tender Coordination & Compliance

- Review and interpret tender documentation, ensuring full compliance with requirements.
- Develop and manage tender response schedules, ensuring timely submissions.
- Work with internal stakeholders to gather accurate and relevant information.
- Maintain a database of pre-written content, case studies, and supporting documents.
- Maintain an up-to-date database of when current clients are due to go to tender so we can prepare in advance.

Stakeholder Engagement

- Collaborate with subject matter experts, operations, finance, and sales teams to gather input.
- Ensure information provided aligns with the company's capabilities and objectives.
- Arrange post-tender debriefs to capture learnings and improve future submissions.

Market Research & Opportunity Identification

- Monitor government and private sector procurement portals for relevant tender opportunities.
- Conduct research on competitors, industry trends, and client needs to strengthen submissions.

Continuous Improvement

- Maintain and improve tender templates, standard responses, and bid libraries.
- Implement best practices in bid writing, proposal structuring, and content development.
- Track and analyse success rates of tenders and identify areas for improvement.

Content Creation

- Produce high-quality written content for websites/blogs, wellbeing platform, app and marketing material
- Work with the marketing team to ensure content is accurate, written in the correct tone for the audience and in line with our values and purpose and optimally written for success, including SEO.

General accountabilities

- Undertake any other duties at the request of the Chief Clinical Officer/COO, which are commensurate with the role including project work and absence cover.
- Ensure that services are delivered in line with Habit Health values, standards, and other guidelines and contractual requirements.
- Understand and apply the principles of the Te Tiriti o Waitangi
- Adhere to the policies and procedures.
- Adhere to the Delegation Authority Framework, and Limitation of Authorities (if any) Framework.
- Undertake training as relevant to your position.
- Participate in surveys and audits as necessary in order to enable the Company to meet its statutory requirements.
- Manage key working relationships (internal and external).
- Adhere to the professional standards of the relevant statutory body if applicable.

Key performance indicators

Deliverables

- BAU – Consistently deliver accountabilities as outlined in this position description.
- Objectives – Discussed, confirmed, and documented as part of the annual performance review cycle. This may include the following to actively managing regional performance in terms of service, growth and productivity.
 - Metrics
 - Projects
 - Process improvement initiatives
 - Other stretch objectives

Core Behavioural Competencies

Please refer to [SharePoint](#) for the full descriptors.

<p>Customer focus*</p>  <p>Act with the customer in mind and ensuring the customer is at the centre of everything you do.</p>	<p>Motivation to achieve</p>  <p>Be action-oriented and respond positively to challenges and opportunities.</p>	<p>Teamwork</p>  <p>Work together constructively and put the team ahead of individual success.</p>	<p>Leadership**</p>  <p>Provide clear direction and build commitment within the team to achieve Habit Health objectives.</p>
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*Customer is encompassing of all customer groups eg. Internal teams, clients, stakeholders etc.

**Only applies to people managers and roles on pathway to leadership.

Culture

- Exemplify our vision, purpose, and values in everything that you do.

Health and safety

Habit Health are committed to providing a safe and healthy working environment for all staff, including contractors.

You are responsible for:

- taking reasonable care of your own and other's health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others.
- actively maintain up to date knowledge of health and safety procedures available on SharePoint and complying with reasonable instructions, policies and procedures to ensure Habit Health are able to comply with the Health and Safety at Work Act 2015 and relevant regulations.
- identifying and reporting hazards, risks, injuries, illness and incidents (including near misses) that arise from your work or in the workplace and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so eg. manager or health and safety representative (or other contact as appropriate).

Qualifications, knowledge, skills and experience

Experience

- Proven experience in tender writing, bid management, or business development writing.
- Strong writing, editing, and proofreading skills, with attention to detail.
- Ability to interpret complex information and present it in a clear, persuasive manner.
- Excellent project management skills and ability to work to tight deadlines.
- Knowledge of procurement and tendering processes in relevant industries.
- Strong stakeholder engagement and communication skills.
- Experience using CRM systems, bid management software, or content libraries is an advantage.
- Previous working experience in Health and Safety, Occupational Health, Rehabilitation, or Mental Health sectors is an advantage.

Personal Attributes

- Strong personal maturity with the ability to prioritise and delegate.
- Ability to maintain focus and composure in a high growth environment often with elements of disruption and direction change.

- Strong all-round ability with sharp intellect, professionalism and well-developed EQ.
- Strong influencing and relationship building skills, capable of getting buy-in in different ways and with different personalities
- Calm, approachable, organised, structured and methodical even within changing environments.
- Highly competitive and results focussed team player who enjoys winning.