



Title: Proposals & Communications Advisor (12-Month Contract)
Location: Brisbane, Australia
Function: Corporate Affairs
Details: Full Time, Temporary

EDL owns and operates a global portfolio of power stations in Australia, North America and Europe. Our vision is to be the leading global producer of sustainable distributed energy. At EDL, we are playing a key role in the world's transition from traditional energy sources to decarbonised solutions.

Reporting to the Head of Communications, this role is responsible for the coordination and production of high-quality tenders, proposals and marketing and communication materials to enhance EDL's reputation. This role is based in Brisbane, Australia and is a 12-month fixed term maternity leave cover contract.

Key Responsibilities

Coordination and production of tenders and proposals:

- Support EDL's Growth Team with the smooth implementation of their tender strategy, through the coordination and production of high quality tenders and proposals.
- Write, review and edit content to ensure all tender documentation is clear, compelling and consistent with EDL key messages.
- Coordinate or produce professional, creative design to ensure the visual standard of all tender documentation and presentation material is on-brand and of a high standard.
- Ensure data and information in tender templates are always up-to-date and maintained within the bid library.
- Ensure tenders and proposals meet all relevant specifications, are in line with the most recent research and best practice, and are compliant with client requirements.
- Engage key stakeholders from other departments (HSE, Engineering, Projects, Operations, Legal etc.) to ensure their timely input into submissions.
- Coordinate the review process for tenders, engaging senior management and technical specialists.

Marketing and communications support:

- Produce written and/or visual content for award submissions, newsletters, presentations, videos and other marketing and communication materials.
- Assist in writing content for the EDL website, intranet, speeches, media releases and social media.
- Update and maintain website and Sharepoint content.
- Assist in the roll-out of EDL's community investment program and stakeholder engagement events.

General:

- Actively ensure own health and safety and the health and safety of others through understanding and implementing workplace health and safety obligations.
- Support and comply with company policies and procedures as advised and documented in the EDL's employment policies, as amended from time to time and as directed by managers/supervisors.
- Any other duties appropriate to the level and responsibility of the position as required.

Person Specification

- Ability to assimilate technical information, identify key points and communicate clearly in response to tender requirements.
- Excellent writing skills and the ability to create targeted, engaging communications.
- Exceptional time management skills with the ability to work on different projects simultaneously with competing priorities.
- Self-motivated with a proactive work ethic.

Qualifications and Experience

Essential

- Degree qualified in Communications, Public Relations or Marketing, or comparable relevant professional experience
- At least five years' experience in preparing tenders, proposals and/or marketing communication materials
- High level of proficiency in Microsoft Office including Word, Excel and PowerPoint



Desirable

- Graphic design skills to put together high quality, well-presented tenders, proposals and marketing communication materials
- Experience with SharePoint and/or WordPress
- Experience with Affinity Publisher, Designer and/or Photo
- Video production skills

Successful applicants will be required to undergo background screening prior to commencement with EDL.

EDL is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer.

All applications will be forwarded to Onten Strategic Recruitment for an independent assessment.

To apply, please send your current resume and professional cover letter (maximum one page) to hrvacancies@edlenergy.com with VAC0264 as reference in the subject.

Applications close on Friday, 5 March 2021.