



Pursuit Executive

Clients, Markets & Growth (CMG) team, Brisbane/Sydney

Recruitment

About Ashurst	<p>Ashurst is a leading global law firm with a rich history spanning more than 200 years. We are proud of our history and are future-focused, having expanded into new technologies through our NewLaw division, Ashurst Advance, and our consulting arm. Our in-depth understanding of our clients and commitment to providing excellent standards of service have seen us become a trusted adviser to local and global corporates, financial institutions and governments in all areas of commercial law.</p> <p>To find out more, please visit www.ashurst.com</p>
Department/Role overview	<p>Our Global Pursuit Team are enthusiastic and passionate bidding professionals, unified by a common goal: to ensure that we create a centre of excellence for strategic pursuits that focuses on generating profitable business for the firm. Our success over the past few years means we're continuing to grow our team and we're now looking for an ambitious Pursuit Executive to join our team of strategic advisers!</p> <p>As a Pursuit Executive, you will be supporting Pursuit Managers in delivering complex and strategic panel and project bids throughout the process from pursuits to presentations. You will also be responsible for providing support to partners on medium complexity opportunities, leading the pursuit process and ensuring internal processes are followed. You will be an integral part of the team and work in collaboration with the Global Pursuit Team, the wider Clients, Markets and Growth (CMG) team, partners, and other stakeholders.</p> <p>As part of our commitment to driving bid excellence and supporting your professional development, we will create opportunities for mentoring, shadowing, and working with senior team members. Ashurst is also a corporate member of APMP and provides opportunities to team members to obtain industry recognised certification.</p> <p>This Pursuit Executive role is based in Brisbane/Sydney and allows for hybrid working.</p> <p>This role will work closely with our Australian Pursuit Managers and Australian Head of Pursuits as part of a team located across our Australian offices.</p>

Main Responsibilities	<ul style="list-style-type: none"> • Lead medium complexity bids to a high standard. • Support Pursuit Managers in delivering strategic pursuits (typically complex panel and project tenders), from capture phase through to submission, presentation and lessons learned. • Champion Ashurst global pursuit methodology, drive best practice and continuous improvement across pursuits and bids. • Support Pursuit Manager and CMG team members in opportunity qualification and pursuit strategy development. • Support the development of bids and proposals in collaboration with the Global Pursuit Team, the wider CMG team, partners, and other stakeholders. • Write, develop and review client-focused and persuasive content to meet specific requirements and the client's needs. • Contribute to the development of win strategies. • Work closely with Pursuit Managers on continuous improvement initiatives. • Contribute to the design of graphical elements for written proposals, such as operating models, value propositions and complex themes. • Risk and control: Ensure that all activities and duties are carried out in full compliance with our regulatory requirements and internal policies
Essential skills and experience	<ul style="list-style-type: none"> • 2+ years' experience in pursuit, bid or business development role in legal, professional services or other relevant environments. • Demonstrated capability in bid delivery including stakeholder engagement and project management skills. • Strong communication skills, with experience of collaborating with key stakeholders to deliver client requirements. • Ability to write clear, and succinct content for proposals. • Excellent organisational abilities and time management. • Competent user of the Microsoft Office suite, including advanced Word and PowerPoint skills. • Exceptional eye for detail, able to spot errors and inconsistencies, and improve the visual impact and aesthetic properties of proposal materials. • Self-motivated; comfortable working autonomously to deliver the objectives of the role. • Team player, with a strong service ethic and a desire to add value to the firm by improving the quality of proposals.
Desired skills and experience	<ul style="list-style-type: none"> • An understanding of legal practices and products. • Bid, proposal or pursuit-specific qualification or certification, such as through APMP or Shipley. • An understanding of different work-winning cultures and customers, with experience across a variety of locations. • Experience of bid library/pitch automation software.

Background checks

To comply with regulatory and client requirements, Ashurst will undertake appropriate vetting of staff. When applicants accept a job offer, Ashurst, alongside a specialist provider, will undertake professional verification and background checks. These checks are only undertaken with consent, and in accordance with our legal and regulatory obligations.
