

General services

The Write Solution offers business writing and consulting services to help you put your best foot forward – in writing.

Our strength is the writing that most people hate! We work with organisations of all sizes to achieve business success by helping find the right words for the right documents. From business plans and submissions to web content and policy manuals, we can help whatever your business writing need. We also work with government selection panels and tender review panels to develop selection and evaluation reports.

The Write Solution services

The Write Solution offers a range of business writing services including:

Safety management plans

Businesses without proficient safety management system face the prospect of missing out on tenders, contracts or being placed on preferred provider lists. We have extensive experience writing safety management plans particularly for the construction industry. We understand the requirements of the new model work health and safety legislation and can help make sure your system complies.

Promotional material, including websites

Promotional materials cover a wide range of audiences and require a thoughtful and informed blend of words and ideas that capture the reader with their simplicity and effectiveness. We develop brochures, newsletters and other promotional publications. We are experienced at developing website content and can help you develop the structure of your site.

Corporate and planning documentation

We all know that a plan is the only way to do business in the 2000s. We develop strategic plans and business plans, policy and procedure manuals, project plans, communication plans and training manuals.

Written submissions including awards, grants and tenders

We're experts at structuring information to address specific criteria using the specialised language required by awards, grants and tenders. We specialise in awards for business, tourism and workplace safety and have extensive experience with government awards.

We've had great success helping organisations win large and small grants as well as developing word-focused tender submissions. .

Recruitment

We have assisted more than 200 government interview panels in Tasmania to select the right candidate for the job. We take the pressure of writing the selection report away from the panel, allowing panel members to focus more on choosing the right candidate.

Our services include:

- scribing
- selection reports
- referee checks

- interview questions
- project managing the recruitment process
- coaching and training in State Government selection reports.

✍ **Tender and funding submission evaluation**

We're experienced at helping government evaluation panels assess tenders and funding submissions and document their decision to meet government procurement requirements.

Our services include:

- scribing
- evaluation reports
- referee checks
- project managing the evaluation process.

✍ **Project management support**

We understand the pressures of running a project and can help with the burden of developing project documents.

Our services include:

- communication plans
- consultant briefs
- evaluation reports
- newsletters
- project closure reports
- project business plans
- policy manuals
- publications
- web content.



Jane Melross is a communications consultant and writer with more than 20 years' experience in government and private industry. Jane established The Write Solution in 2007.

Jane was in charge of the high profile, award-winning Workplace Safe campaign with the Tasmanian government for eleven years. She managed the WorkCover Safety Awards from their inception in 1996 and was a founding member of the national committee that initiated the Safe Work Australia Awards. Prior to this Jane worked in television production and the casino industry in Tasmania and South Australia.

Jane has tertiary degrees in teaching and information studies and a graduate certificate of management. She is a member of the Australian Institute of Human Resources (AHRI) and the Society of Editors (Tasmania). Jane was State Manager of the Australian Marketing Institute in 2007.

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