Professional Services

Job description

Post Title:	Bid Manager
Grade:	Ha
College/Service:	Research and External Engagement
Accountable to:	Head of Bidding and Income Development
Accountable for:	The post holder may manage a bid writer in an aligned area of the BID team
Post no:	R09801

Job purpose

To lead the design, development and writing of ambitious tenders and grant funding applications in support of the University's strategic priorities. This role has a broad and varied remit to design ambitious project proposals, ranging from regional economic growth programmes to international projects seeking Horizon Europe and other funding. You will be responsible for increasing external income through the proactive identification, preparation, submission, and on occasion delivery, of significant funding proposals (including grants, tenders, other).

The post holder will work closely with colleagues across the University's professional services and academic colleagues to identify and respond to strategic funding opportunities, taking a leading role in shaping project design and drafting written proposals. These activities will support the University's ambitions in relation to income generation for research, innovation, skills and enterprise.

The Bid Manager may line manage a bid writer, and will coordinate the work of others, including other REE colleagues, academics and external partners as appropriate. They will exhibit leadership and take responsibility for the successful completion of significant funding proposals, steering the direction of their team to do so.

Duties and responsibilities

1) To increase the University's income generation through the development (proactive identification, preparation, submission, and on occasion delivery) of significant funding proposals to secure external funding.
2) To work with Research Development Managers to contribute to REE's strategy and plans, based on specialist knowledge and resource planning knowledge.
3) Under the guidance of the REE senior leadership team, to ensure the University's bidding activity in this area is aligned to institutional priorities and strategies for teaching, research and external engagement.
4) To plan and organise the work of others within a project team to ensure efficient and effective achievement of objectives and timescales.
5) To provide professional development for professional service and academic colleagues in the form of bid writing, project design, and project management.
6) To build and maintain relationships with priority funders, for example West of England Combined Authority.

7) To develop and manage key relationships with external partners and other stakeholders, including public organisations, businesses and funders, at a senior level.
8) To prepare reports, prepare and deliver briefings, presentations and training as required.
9) To support direct reports in the provision of advice and guidance to stakeholders through the provision of leadership, training, development and coaching
10) To represent REE in appropriate University decision making and governance fora, including relevant academic committees.
11) To comply with the University's equal opportunities policy and use this role to promote equal opportunity wherever possible.
12) To be responsible for your own health and safety and that of your colleagues, in accordance with the University's health and safety policy.
13) Any other reasonable duties that fall within the scope of the post, as allocated by the line manager, following consultation with the post holder e.g. to take part in project design and project execution and/or project management of REE projects.

Person specification

Qualifications/Professional membership

Essential

1. Degree qualification, a higher degree or formal professional qualification.
2. Evidence of CPD.

Desirable

1. Postgraduate or professional qualification in an appropriate or related subject to the role advertised.
2. Appropriate membership of a professional body as recognised and required for the post.

Knowledge/Skills/Experience

Essential

1. Proven track record of developing new business income opportunities and new strategic alliances.
2. Successful track record of initiating, preparing and delivering funded business income activity.
3. Experience of leading project development and/or project management including evidence of leading complex bids and project teams.
4. Breadth and depth of experience in a professional service in a large complex organisation (e.g. Higher Education) and can show full working knowledge and proficiency of their own area of expertise.
5. Recognised as having specialist expertise and knowledge in their professional field.
6. Able to work as part of a team and autonomously.
7. Line management experience.
8. Experience of analysing and interpreting data, drafting complex reports and delivering briefings to others.
9. Excellent IT skills with experience of email, MS Office including Word, PowerPoint, Excel to expert level.

Desirable

1. Evidence of working for a Higher Education Institution in a research and/or business and/or third sector engagement capacity.
2. Experience in needs analysis, proposal writing and client negotiation.
3. Experience of working with large companies in the private sector.

Key Competencies (these are necessary requirements for all roles at this grade level)

1. Leadership and motivation
   Able to motivate staff to achieve the vision, values and objectives of the University including promoting equality and diversity. Actively manages performance to maximise contribution and achieve appropriate and timely resolution of performance issues.
2. Planning and organising to achieve results
   Can demonstrate the effective management and achievement of team/department objectives which support University objectives. Achieves staff commitment to these plans.
3. Commercial awareness
   Is able to lead staff to consider the commercial and financial impact of their work. Is able to foster and encourage the establishment of external partnerships. Implements effective budget management to achieve high level quality of service and cost effectiveness.
4. Delivering excellent service
   Is able to ensure that managers and staff understand their priorities and responsibilities in relation to providing an excellent standard of customer service and monitors achievement of this.
5. Continuous improvement, innovation and change
   Is able to develop commitment to a culture of continuous improvement and change. Implements new processes and systems in a timely, efficient and effective manner.
6. Communicating and influencing
   Has highly effective communication skills. Gains trust, influence and establishes personal credibility at all levels. Is an effective networker within and outside of the University to enhance personal and UWE's reputation.
7. The ability to develop yourself and others
   Proactively supports individual and team development. Provides constructive feedback to enhance performance. Acts as a mentor or coach. Seeks feedback from team members and others to identify personal development needs.
8. Teamwork and collaboration
   Works collaboratively with other teams to foster relationships and the development and achievement of shared priorities. Demonstrates integrity, fairness and consistency when managing team members.

Health and Safety/Risks

This post has been identified with the following risks: (activities, hazards or exposures)

Risk 1	Risk 2	Risk 3	Risk 4	Risk 5
DSE / VDU User	Choose an item.	Choose an item.	Choose an item.	Choose an item.