

# Bids and Proposals Development Officer

Department	Power Networks Demonstration Centre (PNDC) ( <a href="http://www.strath.ac.uk/research/powernetworksdemonstrationcentre/">http://www.strath.ac.uk/research/powernetworksdemonstrationcentre/</a> ), Department of Electrical and Electronic Engineering ( <a href="http://www.strath.ac.uk/engineering/electronicselectricalengineering/">http://www.strath.ac.uk/engineering/electronicselectricalengineering/</a> )		
Faculty	Faculty of Engineering ( <a href="http://www.strath.ac.uk/engineering/">www.strath.ac.uk/engineering/</a> )		
Staff Category	Administrative and Professional	Reference No	292244
Reports To	Senior Business Development Manager	Grade:	7
Salary Range:	£32817 - £40322	Contract Type:	Open Contract
FTE	1 (35 hours/week)	Closing Date	07/08/2020

## Job Advert

The Power Networks Demonstration Centre (PNDC) wishes to appoint a Bids and Proposals Development Officer as part of our growing business development team. Working with the Senior Business Development Manager and the PNDC team, the post holder will work to identify and secure funding for research and innovation projects. The PNDC offers a dynamic and varied work environment, providing the post holder the opportunity to be involved in leading edge work within the energy sector. As part of the University of Strathclyde (Times Higher Education Awards University of the Year 2019 and Scottish University of the Year 2020), the PNDC can offer a wide range of benefits to the post holder, including a generous holiday entitlement, pension scheme, and discounted access to state-of-the-art Strathclyde Sport gym and leisure facilities.

The work will involve:

- Developing relationships with new industrial stakeholder contacts with the support of the Senior Business Development Manager.
- Establishing the technical and business needs and innovation opportunities for potential partner companies.
- Matching partner needs with available solutions in the PNDC, and identifying opportunities for growth/change in PNDC with the support of the Senior Business Development Manager.
- Leading the writing of bids and proposals in response to industrial tenders or public funding calls, with the support of technical experts.

This role is aimed at proactive, bold, ambitious individuals, who can demonstrate an aptitude for turning technical and business issues into practical action plans which can be supported by commercial clients.

To be considered for this role you will have the knowledge, skills and experience normally associated with a Degree level qualification, potentially in an engineering or business discipline, and be expected to demonstrate an enthusiasm for innovation and an interest in the energy sector and be able to convey a level of credibility in discussing these subjects.

The successful applicant will have previous experience writing project proposals, working with companies and external organisations to deliver successful outcomes.

The University of Strathclyde in Glasgow possesses a large internationally rated Engineering Faculty with a proud history of successful joint ventures with industrial and enterprise partners. As part of the University's strategic development, the Power Networks Demonstration Centre (PNDC) has been established in Wardpark North near Cumbernauld. The PNDC is a world-class facility with dedicated staff that will accelerate the adoption of new,



'smart' technologies within advanced energy systems, supporting the increased accommodation of renewable energy, electric vehicles and low-carbon heating sources. The £12.5 million Centre - the first of its kind in Europe – has been founded by the University of Strathclyde and leading energy companies including Scottish Power Energy Networks (SPEN) and Scottish and Southern Energy Power Distribution (SSEN), with support from Scottish Enterprise and the Scottish Funding Council.

## Job Description

### Brief Outline of Job:

The appointee will identify appropriate funding calls, match the capabilities and strategic aims of PNDC and its partners to the calls, develop strategies for winning proposals and manage the bid team activities, including writing and reviewing proposals to ensure success so that the PNDC targets are met.

### Main Activities/Responsibilities:

1.	Identify potential funding calls and opportunities for PNDC and industrial partners they work with to bid into that are relevant to the centre's growth strategy. Review, interpret and understand funding call requirements and match the capabilities of PNDC and its partners to the calls. Capture key call requirements and identify what PNDC and its partners can do to meet the requirements. Provide summary to Senior Business Development Manager for bid-no-bid decision.
2.	Working with the Senior Business Development Manager and Proposals & Funding Manager, develop, agree and implement strategy, plan and approach for creating winning proposals which meet funding requirements.
3.	Working with the University's commercial teams and academics, build relationships with industrial and academic partners (internal and external to University) to form consortia and partnerships. Identify relevant contacts in industrial partners to ensure buy-in at appropriate levels within companies.
4.	Where appropriate lead the development of bid applications and secure contracts and grants, either in the form of commercial work from companies, or competitive public funds such as Innovate UK, Scottish Enterprise, EPSRC and EU.
5.	Work with the PNDC management and research staff to establish bid teams for funding proposals. Manage bid teams (internal and, where appropriate, external) to ensure delivery of winning bid to meet the deadlines, ensuring appropriate sign-off from all partners.
6.	Project-management of submission processes to ensure high quality/winning proposals drafted within tight deadlines
7.	Work collaboratively with PNDC colleagues to determine best practice including establishing the best customer engagement techniques, ensuring suitable solutions are proposed utilising the most appropriate combination of internal and external resources, as well as providing an ongoing level of customer engagement throughout any project(s) to ensure excellent customer service and working relationships.

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

- E1 A formal qualification such as a relevant degree, or equivalent professional qualifications with relevant experience, or significant relevant experience within the field

### Experience

- E2 Experience in preparation and management of successful bids and proposals.
- E3 Experience of consortia building involving industry, the public sector and/or the higher education sector
- E4 Experience of bids and proposals development

### Job Related Skills and Achievements

- E5 Exceptional interpretive, written and oral communications skills
- E6 Proven ability to develop bid winning solutions and understand the best way of capturing them in bid response material
- E7 Excellent organisational skills, including the ability to prepare a bid plan, execute it and deliver it on time and to quality

### Personal Attributes

- E8 Proven ability to work as part of a team and under their own steam
- E9 Professional acumen, with excellent senior level influencing and stakeholder management skills
- E10 Task focused as well as people centered

## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Steven Whyte, Senior Business Development Manager ([steven.r.whyte@strath.ac.uk](mailto:steven.r.whyte@strath.ac.uk)).

### Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

### Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

### Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

### Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

### Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

## Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

## University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

