

Proposal Support Officer (Maternity Cover)

Department	Electronic and Electrical Engineering (www.strath.ac.uk/engineering/electroniclectricalengineering/)		
Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Administrative and Professional	Reference No	487118
Reports To	Department Manager	Grade:	7
Salary Range:	£34308 - £42155	Contract Type:	Fixed Term (31/10/2023)
FTE	1 (35 hours/week)	Closing Date	06/01/2023

Job Advert

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 focus, the Department of Electronic & Electrical Engineering (EEE) has a significant industrial and academic collaborative Research and Development portfolio geared towards the advancement of technologies and systems in sectors including energy, healthcare, telecommunications, defence and manufacturing.

EEE has an ambitious growth strategy and we are seeking a bid proposal support officer to coordinate the development of successful proposals for project funding from a broad range of funding bodies covering Scottish, UK, European and Global sources. This growth will build upon our large team of multi-disciplinary researchers, the associated extensive R&D infrastructure and our extensive range of industry partners including Babcock International, Doosan Babcock, EDF Energy, Spirit Aerosystems and CISCO. The post will support the development of proposals within the Institute for Sensors, Signals & Communications (InstSSC) and the Advanced Nuclear Research Centre (ANRC), both hosted within EEE.

To be considered for the role, you will be educated to degree level or have equivalent experience in a relevant area or similar role. The successful candidate will have previous relevant experience of the proposal process and working with external organisations to develop successful proposals. The successful candidate will work within a small business development team and ensure that the full bid process lifecycle is successfully managed. The successful candidate will contribute to proposals aligned with appropriate funding calls that match the capabilities and strategic aims of InstSSC and ANRC and ensure there is a plan in place for each bid/proposal to ensure that prospective opportunities are realised. The post holder will develop content for proposals with the assistance of appropriately identified technical and subject matter experts, to ensure timeously quality submissions and co-ordinate any negotiations pre-award. Due to the short-term nature of this post, we will exercise flexibility in the key responsibilities of the role aligned with the successful candidate's experience.

Job Description

Brief Outline of Job:

To support ANRC and InstSSC to submit successful, winning proposals for grant funding from Scottish, UK, European and Global sources that support the ambitious growth strategies of InstSSC and ANRC in alignment with core team competences and industry partner challenges.

Main Activities/Responsibilities:

- Undertake market analysis to identify potential funding calls to bid into that are relevant to InstSSC and ANRC growth strategies. Capture key call requirements and prepare a quality response to meet the requirements. Provide summary to senior academics and directors for bid/no-bid decision, report on progress, success rate and future opportunities.

2.	Ensure best practice and a standard process by developing bid proposal templates to ensure awareness of responsibilities to maximise bid/proposal success and to ensure efficiency of process.
3.	Oversee the full bid cycle to include sourcing opportunities from portals, completing request for proposals and co-creating high quality and timely tender responses bespoke to each call's/client's requirements. Manage the launch and mid-bid review meetings as required, ensuring a common and thorough understanding at all times. Complete final reviews for all proposals submitted.
4.	Responsible for reviewing bid and proposal quality, ensuring that the presentation and content of all bid submissions are accurate and excellent quality. Provision of feedback and/or training to academic and researcher staff where there are improvements required.
5.	Develop relationships with industrial and academic partners (internal and external to the University) to form consortia and partnerships. Identify relevant contacts in industrial partners to ensure buy-in at appropriate levels within companies.
6.	Risk tracking and management throughout the bid process including possible identification of IP generation with the assistance from the business development team.
7.	Work with colleagues to identify and obtain commitment for resources to support the bid. Identify internal and external bid resource requirements to complete the work. Ensure that internal and external partner contributions are delivered on schedule and are of appropriate quality.

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 degree in a relevant subject or equivalent professional experience.

Experience

E2 Experience in preparation and management of successful R&D bids & proposals.

E3 Experience of consortia building involving industry, the public sector and/or higher education sector.

D1 Experience in developing and implementing an overall bid proposal development strategy to ensure maximum output.

D2 Experience in developing standard templates and processes to ensure quality and consistent outputs.

Job Related Skills and Achievements

E4 Exceptional interpretive, written and oral communication skills, with excellent interpersonal skills.

E5 Ability to develop bid winning solutions and understand the best way of capturing them in bid response material.

E6 Excellent organisational and management skills, including the ability to prepare a bid plan, executive it and deliver it on time and to quality.

D3 Basic understanding of the Energy Sector and associated funding opportunities.

D4 Experience in generating new ideas and suggestions for business improvement.

Personal Attributes

E7 Proven ability to work as part of a team, with personal drive and commitment.

E8 Excellent leadership and motivational people management skills.

D5 Professional acumen, with excellent influencing and stakeholder management skills.

Other Relevant Factors

E9 Ability to work flexibly to support deadlines.

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted 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 Mrs Kirsten Laing, Business Development Manager (kirsten.laing@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.

Interviews

Formal interviews for this post will be held on 16/01/2023.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

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.

