

Bid Proposal Development Manager

Department	National Manufacturing Institute for Scotland (NMIS)		
Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Administrative and Professional	Reference No	401173
Reports To	CR&D Manager	Grade:	7
Salary Range:	£33,309 - £40,927	Contract Type:	Open Contract
FTE:	1 (35 hours/week)	Closing Date	01/11/2021

Job Advert

Who we are

The National Manufacturing Institute Scotland (NMIS) is a bold and ambitious industry-centred project to create an international centre of advanced manufacturing expertise and excellence where industry, academia and public-sector support agencies work together to transform skills, productivity and innovation, making Scotland and the UK a global leader in advanced manufacturing.

NMIS will be an industry-led international centre of manufacturing expertise where research, industry and the public sector work together to transform skills, productivity and innovation to attract investment and make Scotland a global leader in advanced manufacturing.

NMIS will be delivered in partnership through Scottish Enterprise. Partners are the Scottish Government, Scottish Enterprise, Highlands and Islands Enterprise, Skills Development Scotland, Scottish Funding Council, Renfrewshire Council and the University of Strathclyde. NMIS is a truly collaborative project, with partners including the Scottish government, Scottish Enterprise, Highlands and Islands Enterprise, Skills Development Scotland, the Scottish Funding Council, Renfrewshire Council and the UK government through the High Value Manufacturing Catapult. The University of Strathclyde is the host University for NMIS, which will link to the wider academic communities in Scotland through the Scottish Research Partnership in Engineering and across the UK High Value Manufacturing Catapult network.

NMIS will encompass a dedicated facility that will house the Manufacturing Skills Academy (MSA), Digital Factory 2050 and the Innovation Collaboratory. Along with this dedicated new facility, existing and developing research centres will also be part of the broader NMIS Group including the Advanced Forming Research Centre (AFRC) and the Lightweight Manufacturing Centre (LMC). The posts advertised here will be based in one of these centres.

For more information, visit the National Manufacturing Institute Scotland (NMIS) Website:

<https://www.strath.ac.uk/workwithus/nationalmanufacturinginstitutescotland/> or email NMIS-recruitment@strath.ac.uk

The Opportunity

NMIS has an ambitious growth strategy and is seeking a bid manager and proposal developer to develop successful, winning proposals for funding from Scottish, UK, European and other International funding sources. 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 applicant will have previous experience of managing bid teams and writing project proposals, working with companies and external organisations to develop successful proposals. The appointee will identify appropriate funding calls, match the capabilities and strategic aims of NMIS 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 NMIS targets are met.

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.

Job Description

Brief Outline of Job:

The appointee will identify appropriate funding calls, match the capabilities and strategic aims of NMIS 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 NMIS targets are met.

Main Activities/Responsibilities:

1.	Identify potential funding calls and opportunities for NMIS and the companies 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 NMIS and its partners to the calls. Capture key call requirements and identify what NMIS and its partners can do to meet the requirements. Provide summary to CR&D Manager for bid-no-bid decision.
2.	Working with the Future Business 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.	Work with the NMIS management team 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.
5.	Work with NMIS Engineering Team Leads and Programme Management Team to identify and obtain commitment for resources from within the NMIS to provide technical support to bid. Identify the appropriate technical and academic teams from across the NMIS partnership to allocate resources to the bid team. Identify internal and external bid resource requirements to complete the work. Negotiate with NMIS partners to ensure that resources are allocated. Ensure that the inputs from internal and external partners are delivered on schedule and are of appropriate quality. Manage the internal bid team to ensure delivery of all input required by the lead organisation from NMIS on schedule and to appropriate quality.
6.	Record and report progress on all bid activity following the NMIS procedures and processes. Prepare strategic and progress reports for the NMIS Senior Management team as requested and contribute to NMIS strategic planning.
7.	Continuous improvement of the NMIS procedures and processes for successful bid winning and writing.

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)

E.1 A first degree in a relevant subject or equivalent professional experience

Experience

E.2 Experience in preparation and management of successful bids & proposals

E.3 Experience of consortia building involving industry, the public sector and/or the higher education sector

E.4 Substantial experience of R&D bid and project management

E.5 Experience of creating innovative solution for bids and proposals

E.6 Experience of proposal development in the Manufacturing Sector

E.7 Experience of proposal development in the Higher Education Sector

Job Related Skills and Achievements

E.8 Exceptional interpretive, written and oral communications skills

E.9 Proven ability to develop bid winning solutions and understand the best way of capturing them in bid response material

E.10 Proactive management of bid teams

E.11 Excellent interpersonal and communications skills, both written and verbal

E.12 Excellent organisational skills, including the ability to prepare a bid plan, execute it and deliver it on time and to quality

Personal Attributes

E.13 Proven ability to work as part of a team and under their own steam

E.14 Excellent leadership and motivational people management skill

E.15 Professional acumen, with excellent senior level influencing and stakeholder management skills

E.16 Task focused as well as people centered

Other Relevant Factors

E.17 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 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 Mark O'Hare, Collaborative Research & Development Lead mark.o-hare@strath.ac.uk (0141 534 5546 / 07971 797613).

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](#).

Conditions of Employment

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

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.

