Tenders Manager

POSITION NUMBER 0059400

PROFESSIONAL CLASSIFICATION UOM 8 - $115,137 - $124,622 pro-rata
STANDARD/SALARY Employer contribution of 17%

SUPERANNUATION Full Time (1 FTE)

WORKING HOURS Continuing

BASIS OF EMPLOYMENT Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.

HOW TO APPLY Andrew Maxwell
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Please do not send your application to this contact

CONTACT FOR ENQUIRIES ONLY
ACKNOWLEDGEMENT OF COUNTRY

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey. We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University’s strategy, ‘Advancing Melbourne’, at https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation’s evolving needs and
strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University's finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

RESEARCH, INNOVATION AND COMMERCIALISATION

Research, Innovation and Commercialisation (RIC) is the central facilitator of research funding in the University, taking advantage of the full diversity of research funding opportunities.

RIC is a specialist team dedicated to enabling the University's research and enterprise mission working closely with our academics, professional colleagues, industry partners, funding agencies and government agencies. We have a passion to see our academics and their collaboration partners succeed, achieve research excellence and translate their discoveries into real-world innovation and impact. RIC operates University-wide across all ten Academic Divisions and Chancellery. At a high level our capabilities include:

- Strategic relationship development with Industry partners, including Innovation Precincts
- Business development, research marketing and communications, intellectual property management and technology transfer mechanisms in partnership with the investment community
- Proposal funding submission and post-award support including contracts and research accounting from a wide range of funders. Specialized services for larger schemes such as MRFF, ARC and NHMRC Centres, ITRPs and CRCs and international programs.
- Research ethics, integrity, governance and quality
- Research infrastructure asset management
- Training and development programs for academic and professional staff

We aspire to service excellence every single day and creating an innovative, positive culture where feedback is valued, success is recognised and the University comes first in decision-making. We value
big thinking on a global scale, attention to detail and care about our researchers' success, the personal
development of our team members and ensuring RIC is a great place to work at the University.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION
The University is an equal opportunity employer and is committed to providing a workplace free from all
forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes
decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace
and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe,
respectful and rewarding environment free from all forms of unlawful discrimination, harassment,
vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that
addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment,
bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race,
ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to
our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and
inclusion across the University to create an environment where the compounding benefits of a diverse
workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of
Advancing Melbourne.

ABOUT THE ROLE
Position Purpose:
The Tenders Manager sits within the Innovation & Enterprise (I&E) portfolio of RIC. I&E supports the
University’s business development, commercialisation, enterprise partnership and innovation precinct
development activities aligned with University strategy. A key focus is the delivery of large, mission-
focused complex, non-competitive and competitive grant schemes, tenders and major opportunities.

The Tenders Manager is accountable for providing high quality leadership, management and delivery of
responses to tender opportunities aligned with Faculty priorities. The successful candidate will coordinate
and drive the tender response process, including supporting Business Development and Academic
Leaders in proposal development, project scoping, creating or finalising budgets, the provision of advice
and interpretation of tender requirements and relevant external legislation as well as University policies
and procedures. Where applicable, the incumbent will advise on relevant legal matters with the support of
contract and legal services teams.
The Tenders Manager must have productive and collaborative working relationships with other RIC staff and key stakeholders in Chancellery, University Services and Academic Divisions, and a thorough understanding of the University’s policies and procedures as they relate to the activities associated with the role.

Reporting line: Senior Major Bid Writer
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: Not applicable

**Key Dimensions and Responsibilities:**
Task level: Significant
Organisational knowledge: Significant
Judgement: Significant
Operational context: Academic Divisions, University Services, Chancellery, external funding agencies

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at [http://safety.unimelb.edu.au/topics/responsibilities/](http://safety.unimelb.edu.au/topics/responsibilities/).

Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.

**Core Accountabilities:**

- Lead and drive the development, maintenance, and review of tender response protocols to ensure processes and systems are efficient and comply with legislative and University requirements.
- Develop high quality templates and project-manage the opportunity response process, including coordinating inputs and authoring content for tenders and proposals.
- Demonstrate and constantly develop advanced relationship management and collaboration skills to positively support and influence key stakeholders, building and maintaining strong relationships with an extensive network of internal and external stakeholders, including Business Development and Academic staff, industry clients and other University colleagues.
- Provide advice and guidance to relevant stakeholders in contracts and legal matters, as required.
- Provide inputs in the preparation of reports and manage opportunity records in the CRM.
- Work collaboratively with colleagues in faculties, RIC, Legal Services and other relevant areas to maintain operational excellence and technical accuracy.
Contribute to organisational effectiveness by working in a transparent and consultative manner, sharing personal knowledge and technical expertise, undertaking assigned development activities, maintaining co-operative working relationships with colleagues, and seeking and responding to feedback.

Selection Criteria:
- Postgraduate qualification (or progress towards a postgraduate qualification) and extensive relevant experience, or an equivalent combination of relevant experience and/or education.
- Proven experience in managing tender responses and proposals.
- Demonstrable proficiency in writing and editing compelling, clear, and persuasive proposals.
- Proven experience in the design, implementation and management of project plans, budgets, timelines, workflows, and reporting.
- Familiarity with contract and procurement principles, legislation, processes and policies with a focus on government.
- Understanding of pricing considerations and the ability to shape complex budgets to meet client and University needs.
- Highly developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive solutions.
- Outstanding communication, collaboration and interpersonal skills, including an ability to influence and build positive and professional relationships with stakeholders spanning a range of levels.
- High-level organisational and time management skills including the ability to prioritise workloads with attention to detail, work well under pressure, and organise own work and others to meet deadlines.

Desirable
- A sound knowledge of the higher education environment, policies and procedures.

Other job-related information
- Occasional work out of ordinary hours.