Melbourne School of Professional and Continuing Education (MSPACE)
Faculty of Business and Economics

Proposals and Tenders Support Officer

POSITION NO 0044773
CLASSIFICATION UOM 7
SALARY $96,002 - $103,921 p.a.
SUPERANNUATION Employer contribution of 17%
WORKING HOURS Full time (1.0 FTE)
BASIS OF EMPLOYMENT Continuing
OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY Jo-zanne Owen, Director Product and Customer Experience
Email: Jo-zanne.owen@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers


Position Summary
The Proposals and Tenders Support Officer, plays a critical role in our organisation's growth and success by assisting in the preparation, coordination, and submission of winning proposals and tenders. The primary responsibility of the role is to support the proposal development process from inception to submission, ensuring that all documentation is completed accurately, on time, and adheres to the highest quality standards. The role collaborates closely with various internal teams, including the business development teams, graphic design, subject matter experts, and team managers, to create compelling and competitive proposals that meet the specific requirements of our clients.

1. Key Responsibilities
  - Coordinate and manage the end-to-end proposal development process, ensuring timely delivery of all components, including written content, financials, supporting documents, and any other required deliverables.
  - Develop and maintain collaborative relationships with business development managers to support the development of opportunities, tenders, proposals, contracting processes and, as required.
  - Develop a comprehensive knowledge of the skills and capacities of Schools and Departments of the University to understand and support the development of education and professional service business opportunities.
  - Use prescribed scoping, budgeting and pricing approaches and general commercial acumen to enhance the quality of project establishment, delivery and commercial outcomes for the University.
  - Conduct research to gather relevant information about prospective clients, industries, competitors, and other pertinent data to tailor proposals effectively.
  - Collaborate with subject matter experts and other stakeholders to gather technical information, insights, and expertise for proposal content development.
  - Ensure successful contractual opportunities are transitioned to the MSPACE Project Management team seamlessly to enable timely execution and delivery.
  - Maintain a centralised repository of proposal documents, templates, and other resources to streamline future proposal development efforts.

2. Selection Criteria
  - Demonstrated experience in coordinating and managing the end-to-end proposal development process, including the preparation, coordination, and submission of successful proposals and tenders.
  - Proven ability to ensure timely delivery of all components, such as written content, financials, supporting documents, and other required deliverables. Experience in successfully coordinating the development of tender bids and project proposals, involving multiple contributors and stakeholders.
  - Strong project management skills with the capability to handle multiple projects simultaneously and effectively prioritise tasks to meet strict deadlines without compromising on quality.
  - Excellent written and verbal communication skills, with the ability to articulate complex information clearly and concisely. Proven capability to present proposals in a professional
and compelling manner. Familiarity with scoping, budgeting, and pricing approaches, as well as general commercial acumen. Ability to utilise this knowledge to enhance project establishment, delivery, and commercial outcomes.

- A track record of building and maintaining collaborative relationships with diverse internal teams, including business development managers and subject matter experts to support the development of tenders.
- Strong project management skills with the capability to handle multiple projects simultaneously and effectively prioritise tasks to meet strict deadlines without compromising on quality.
- High level of proficiency in the use of standard application software such as Microsoft Office suite i.e. Advanced MS Word skills, experienced with large document production, Advanced MS Excel skills, able to be applied for budgeting and costing.
- High level organisational and time management skills, including the ability to prioritise workloads.

2.1 DESIRABLE

- A strong understanding of industry trends, market dynamics, and emerging opportunities in relevant sectors. The ability to leverage this knowledge to align proposals with the evolving needs and preferences of clients.
- Strong customer-centric mindset with a focus on understanding and addressing client needs and pain points in proposals. Demonstrated ability to develop value propositions that resonate with clients and set the organization apart from competitors

2.2 OTHER JOB RELATED INFORMATION

- Occasional work outside of ordinary hours due to the nature of deadline driven objectives, etc.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Proposals and Tenders Support Officer works under broad direction of the Proposals and Tenders Manager. The incumbent is required to work with a degree of autonomy, be self-motivated and show initiative and operates within the framework of University policy and procedures.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Proposals and Tenders Support Officer will be required to exercise sound judgment, problem solving and analytical skills to identify and resolve problems. The incumbent must be able to demonstrate initiative in working across a range of complex implementation practices and interactions. The incumbent will also have the discretion to provide innovative solutions to problems during activities and within the work area.
3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Proposals and Tenders Support Officer will have a detailed understanding of UoM policies and procedures. They will facilitate the development of proposals and tenders and will develop expert knowledge as required.

3.4 RESOURCE MANAGEMENT

The Proposals and Tenders Support Officer is expected to be responsible for their own time management and prioritisation of tasks to ensure that deadlines are met.

3.5 BREADTH OF THE POSITION

The Proposals and Tenders Support Officer will need to interact effectively and appropriately with a variety of staff at all levels, both internal and external to the University. They are likely to be strongly engaged with internal stakeholders and external customers across a broad range of sectors and projects.

4. 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.

5. Occupational Health and Safety (OHS)

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.

OHS responsibilities applicable to positions are published at:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.
6. Other Information

6.1 ORGANISATION UNIT

https://mspace.unimelb.edu.au

The Melbourne School of Professional and Continuing Education (MSPACE) works to broaden the University's educational offerings in an increasingly competitive global environment for talent and skills.

MSPACE provides an institutional focal point for the development, delivery and promotion of professional, continuing and executive education programs and services for all academic divisions of the University.

MSPACE supports academic divisions to develop and deliver award and non-award education through a range of teaching and learning delivery modes and seeks to broaden opportunities for engagement in a variety of professional sectors.

In order to contribute towards these objectives, MSPACE supports and expands the University's professional, continuing and executive education initiatives through the provision of a coherent, whole-of-University framework.

6.2 BUDGET DIVISION

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

Further information about joining the Faculty is available here https://fbe.unimelb.edu.au/about/join-fbe

Organisational Structure

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:

Accounting
Business Administration
Economics
Finance
Management and Marketing
Melbourne Institute of Applied Economic and Social Research

The Faculty has the following student and academic support centres:

Academic Support Office
Student Employability and Enrichment
Research Development Unit
The Williams Centre for Learning Advancement
Quality Office
The Faculty is supported by the following central services:

Finance

Human Resources (including OHS)

Marketing and Communications

Student Recruitment and Admissions

Service Level and Facilities Management

The Faculty also hosts two University-wide initiatives:

- The Melbourne School of Professional and Continuing Education (MSPACE) which provides support to all Academic Divisions for their existing professional, continuing and executive education programs, and operates with a specific whole-of-institution mandate to significantly expand the University’s professional, continuing and executive education offerings.

- The Melbourne Entrepreneurial Centre (MEC) which brings together a number of programs to focus a range of activities aimed at developing an entrepreneurial culture at the University of Melbourne.

Our Programs

There are about 10,000 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

Our Graduates

Since the Faculty was established it has produced over 53,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at www.fbe.unimelb.edu.au.

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

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers
6.4 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance