

Position Description

Project Coordinator, Bid and Tender Development

Position No:	New
Business Unit:	Industry Engagement
Division:	Deputy Vice-Chancellor (Research and Industry Engagement)
Department:	Industry Engagement
Classification Level:	HEO7
Employment Type:	Full-time, Fixed Term, 3-year contract
Campus Location:	Melbourne (Bundoora)
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Context/Purpose

La Trobe University is a leading research university in Australia, with a worldwide reputation for academic excellence and innovation. The University has extensive research programs, with all research areas ranked at or above world standard by the Excellence in Research for Australia (ERA) assessment. La Trobe seeks to be a 'strategic partner of choice' to industry to grow the impact of our research, provide opportunities for our students and support business growth and economic development.

Within the Office of the Pro Vice-Chancellor (Industry Engagement) the Enterprise Development Team drives and supports the development, management and growth of strategic industry partnerships and opportunities with enterprise-wide engagement. The team is responsible for coordinating tender, proposal and bid submission with agility, efficiency and professionalism.

The Project Coordinator, Bid and Tender Development will assist in the development, coordination and submission of enterprise-wide strategic bids and tenders by working collaboratively across the Portfolio, Colleges and Schools. The Project Coordinator will coordinate, contribute and review content working with colleagues and other team members to produce written bid and proposal responses and presentation material in line with deadlines.

Duties at this level will include:

- Effectively contribute to the timely, complete and professional submission of proposals, bids and tenders for enterprise-wide strategic development opportunities.
- Contribute to the scoping, planning, writing and budget development associated with new bids, including research, compliance review and fact-checking.
- Collate, write, edit and review content and work with colleagues to produce written bid responses and proposal submissions.
- Develop a strong understanding of academic, professional and engagement capabilities across the University to identify relevant stakeholders required for agile and effective proposal, bid and tender submission.
- Develops proposals or recommendations and provides advice to staff at higher levels on program objectives, organisational structures and budget expenditure.
- Provide administrative support to workshops to progress development of proposals including preparation of briefing and workshop materials.
- Responsible for independently monitoring, reviewing and developing procedures in own functional area. Able to cross specialist, organisational or functional boundaries to coordinate actions and propose initiatives.
- Adapts procedures to fit policy prescriptions or uses theoretical principles in modifying and adapting techniques.
- Anticipates customer needs/requests, identifying opportunities and facilitating change management.
- Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.
- Other responsibilities commensurate with the classification and scope of duties of the position and as required by the Director, Enterprise Development.

Essential Criteria

Skills and knowledge required for the position

- Significant experience writing funding proposals, bids or tenders for a University or related organisation with a demonstrated ability to write and compile effective, compelling content for bids and proposals in a timely manner
- Highly developed communication skills including written skills with a high attention to detail with an excellent editing and proofing ability
- Experience in workshop coordination to progress the development of proposals, uplift opportunity awareness and researcher capability
- Demonstrated organisation and problem solving skills, with an ability to manage several different projects concurrently.
- Strong ability to work collaboratively as a member of a team with a demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Demonstrated skills in research, evaluation or interpretation of data.
- A graduate degree with at least 4 years subsequent relevant experience to consolidate and extend the theories and principles learned, or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.

Capabilities required to be successful in the position

- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
- Ability to make sense of data to inform decision making – implementing ideas to improve local practices.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- *We are **Connected***: We connect to the world outside — the students and communities we serve, both locally and globally.
- *We are **Innovative***: We tackle the big issues of our time to transform the lives of our students and society.
- *We are **Accountable***: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- *We **Care***: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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Initials: Date: