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**Faculty of Technology**

**Faculty Office - Technology**

**Bid Writer and Project Manager**

**ZZ004715**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range £34,520 - £37,706 per annumand progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

The full-time standard University hours are 37 per week which are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch.  Specific times may vary according to the Department concerned. If the position is part-time, the hours and days worked will either be as stated in the advert or discussed at interview/appointment. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

# It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

There is a probationary period of 12 months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.**The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Bid Writer and Project Manager |
| **Faculty/Centre:** | Technology |
| **Department/Service:****Location:** | Faculty OfficeLion Gate |
| **Position Reference No:** | ZZ004715 |
| **Grade:** | 7 |
| **Cost Centre:** | 19741 |
| **Responsible to:** | Impact and Innovation Development Manager |
| **Responsible for:** | N/A |
| **Effective date of job description:** | June 2018  |

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| **Purpose of Job:** |
| Clean Growth UK is a Research England funded project, using funds associated with the BEIS Industrial Strategy. The lead is the University of Brighton, with HEI Partners: Universities of Portsmouth and Liverpool John Moores. The total value of the award is £3,500,000 over 3 years.Clean Growth UK will create a National Clean Growth Innovation Network, founded by initially uniting the significant experience of 3 successful university-led regional cleantech networks led by HEI partners, and then extending across the country and HE sector. The network will link university expertise to SME innovators and connect them to large public and private sector organisations via challenge led innovation events and demonstrationprojects.This role will form part of a team of up to 6 people working on the University of Portsmouth element of the Clean Growth UK project, and liaising closely with teams at the partner universities. To support the implementation of this programme, a bid writer and project manager will be appointed to work closely with researchers across the University, with a focus on collaborative R&D funding opportunities, involving partnerships with companies, Universities and other relevant third parties.  |

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| **Key Responsibilities:** |
| 1. Authoring and supporting the development, writing, and editing of a variety of materials for proposals concerned with business impact, management and technical contributions for collaborative R&D funding
2. Conduct market research and analysis to the level of detail required to demonstrate sufficient impact for a fundable project
3. Write high quality, interdisciplinary research proposals to tight deadlines
4. Define research capabilities required to deliver projects
5. Review, edit and improve bid and proposal documents
6. Draft RFQ's, EOI's, PQQ's and Consultancy Proposals, for Public Sector contracts
7. Deliver seminars and events to raise awareness and competence of those staff accessing and applying for external funding, and to ensure best practice
8. Participate in external networks and events as required
9. Such other duties as may be reasonably required
10. Assisting in ensuring the successful delivery of projects involving the University of Portsmouth within the Clean Growth UK partnership by monitoring and enabling implementation of all activities on budget and on schedule, including milestones.
11. Working with the Principle Investigator and UoP team to ensure the University of Portsmouth meets its target outputs and milestones for CCF project, as agreed with the various funding bodies and partners. To contribute research tasks as required.
12. To contribute to the production reports and updates as required by the lead partner and funders.

Additional expectations of the role holder1. In liaison with the finance team, to assist in the financial monitoring of the Clean Growth UK project.
2. To contribute to both internal and external project meetings providing relevant and timely information, in order to aid decision making
3. To solve problems that occur during the length of the research project applying knowledge of subject area
4. To participate in and contribute to a performance & development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims
5. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management
6. Any other reasonable duties as required by the Line Manager.
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| **Working Relationships (key individuals the job holder would be working with):** |
| 1. Managed by Innovation and Impact Development Manager.
2. Working with members of academic staff from across the University, particularly those associated with Future and Emerging Technologies and Sustainability and Environment Themes.
3. Liaising with industrial partners.
4. Working with staff employed as part of Clean Growth UK, led by University of Brighton and involving Universities of Portsmouth and Liverpool John Moores
5. Staff in Research and Innovation Services and Faculty office
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1. **PERSON SPECIFICATION**

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| **No** | **Attributes -**  | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Knowledge of the Transport sector | D | AF, S |
| 1.2 | Knowledge of commercial and public funding bids (e.g. Innovate UK, EC , ESA, H2020) | E | AF, S |
| 1.3 | Excellent track record of bid writing and delivering projects in line with national and international bodies (ESA, EC, H2020, Innovate UK) | E | AF, S |
| 1.4 | Experience in dealing with industrial and/or governmental stakeholders. | E | AF, S |
| 1.5 | Previous experience of managing large international, multi-stakeholder projects, including financial aspects | D | AF, S |
| 1.6 | Strong organisational and administrative skills | E | AF, S |
| 1.7 | Good IT skills and an understanding of research methodologies | E | AF, S |
| 1.8 | Experience and understanding of research in food, water, energy issues and urban challenges | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Ability to plan, organise and prioritise workloads | E | AF,S |
| 2.2 | Good communication and interpersonal skills | E | AF,S |
| 2.3 | A passion for writing, an eye for detail, strong persuasive writing skills, demonstrated by a proven track record of bid writing/proposal writing | E | AF,S |
| 2.4 | Excellent communication and presentation skills | E | S |
| 2.5 | Project Management skills | E | AF,S |
| 2.6 | Ability to build good relationships with clients, partners and colleagues | E | AF, S |
| 2.7 | Good working knowledge of project management techniques and tools | E | AF, S |
| 2.8 | Commitment to equality and diversity identifying service strategies to deliver equitable and fair services for users and employees, challenging discriminatory practices and actively managing and promoting diversity.  | E | AF, S |
| 2.9 | Ability to initiate work & respond to demands.  | E | AF, S |
| 2.10 | Ability to work with a high degree of autonomy and prioritise tasks without the need for extensive supervision | E | AF, S |
| 2.11 | Ability to think creatively when problem solving.  | D | AF, S |
| **3.**  | **Qualifications, Education & Training** |  |  |
| 3.1 | Relevant degree | E | AF |
| 3.2 | Project management qualification or equivalent | D | AF |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Ability to motivate and engage others  | D | AF,S |
| 4.2 | Ability to rapidly assimilate interdisciplinary information outside of core experience at the level required to draft proposals  | D | S |
| 4.3 | Flexibility and ability to work on multiple projects with tight deadlines  | E | AF,S |

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| 4.4 | Willingness to undertake travel to industrial and project partners, in order to meet the needs of the service and at times work irregular hours. | E | AF,S |
| 4.5 | Honesty, integrity and confidentially. | E | AF,S |
| 4.6 | Experience of working in a Higher Education and/or business facing environment. | D | AF,S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; R = References; S = Selection Programme (including Test, Presentation)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload%2C164407%2Cen.doc) **document in order to do this.**  |
| 1. International travel/Fieldwork
 | X | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants)  |  |
| 1. Manual Handling (of loads/people)
 |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers)
 |  | 15. Working with sewage, drains, river or canal water  |  |
| 1. Genetically modified Organisms
 |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA
 |  | 17. Vibrating tools  |  |
| 1. Night Working

 (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment (including lone working)
 | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc.)
 |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/non-ionising radiation/lasers/UV radiation
 | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead  | 22. Nanomaterials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc.)  | 23. Workplace stressors (e.g. workload, relationships, job role etc.)  |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | David Hutchinson |
| **Date** | June 2018 |
| **Extension number** | 5079 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.