



**Cardiff**  
Metropolitan  
University

Prifysgol  
Metropolitan  
**Caerdydd**

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Bid Development Officer</b>
<b>Location:</b>	<b>Llandaff</b>
<b>Department:</b>	<b>Research &amp; Innovation Services</b>
<b>Hours:</b>	<b>Up to 37 hours per week- Part-time options / job share considered</b>
<b>Tenure:</b>	<b>Fixed term until December 2023</b>
<b>Grade:</b>	<b>6AB</b>
<b>Salary:</b>	<b>£34,804 - £39,152 per annum</b>
<b>Accountable to:</b>	<b>Director of Innovation</b>

*This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.*

### **Role Summary:**

This is a key post that will contribute to the ambitions of the University's Strategic Plan 2017/18 – 2022/23.

**Support and development of funding proposals across the University that strengthen the University's links with local, regional and national employers.**

The role-holder will assist schools, academics and departments in the acquisition of industry-focussed collaborative opportunities. In particular targeting the development of Knowledge Transfer Partnerships (KTP), Innovate UK and Welsh Government SMART funded projects. The Knowledge Transfer Officer (KTO) will occupy a key role in Cardiff Metropolitan University's mission to support industry and commerce through a wide variety of commercial activity. The role will primarily involve working alongside academic colleagues and funding bodies to develop proposals with a view to securing external income. The KTO will work closely with the Business Liaison Officer (BLO) to source

and connect relevant academics with opportunities / applications in a timely manner. Duties will include the writing of funding applications and the related costing and pricing of projects, providing effective liaison between Cardiff Met and clients / potential clients, providing support and advice to companies and academics, developing a portfolio of knowledge transfer activity and maintaining appropriate monitoring and reporting mechanisms.

**Principal Duties and Responsibilities:**

1. Identifying and targeting tenders / sources of funding for projects, e.g. Innovate UK and Welsh Government SMART funding.
2. Providing advice and support to academic schools in identifying, developing and submitting successful funding applications for knowledge transfer activities including Knowledge Transfer Partnership (KTP) and Innovate UK programmes.
3. Writing proposals, tenders and bids in collaboration with academics, schools and Global Academies.
4. Completion of accurate costing and pricing for a wide range of projects.
5. Supporting the development of contractual agreements for the successful management of approved projects, including agreements regarding intellectual property and terms of collaboration.
6. Providing on-going support, guidance and advice to clients and academic departments as necessary, therefore ensuring the smooth running of industry / academic projects.
7. Chairing regular meetings with schools, academics and other internal departments to develop and sustain an innovation culture and provide staff development.
8. Undertaking other such duties as may be reasonably assigned by the Director of Innovation.

## **Standard Notification**

**These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.**

**It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will conduct themselves in a professional and courteous manner at all times and have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.**



**PERSON SPECIFICATION**

Post: Bid Development Officer

Unit/School: Research & Innovation Services

**\*Key**

A - Application form  
I - Interview  
T -Test

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T*
<b>Education and Qualifications (Essential)</b>	Degree or equivalent experience.	<input type="checkbox"/>		
<b>Education and Qualifications (Desirable)</b>	Post-graduate degree. Relevant Professional qualifications (e.g. marketing).	<input type="checkbox"/> <input type="checkbox"/>		
<b>Knowledge (Essential)</b>	Best practice in developing and delivering commercial projects (e.g. consultancy, training, contract research).  Monitoring of research or commercial projects.  Good working knowledge of MS Office applications, in particular Outlook, Word, Excel and PowerPoint.	  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	

<b>Knowledge (Desirable)</b>	<p>Costing / pricing commercial projects.</p> <p>Knowledge of knowledge transfer / research funding schemes (e.g. Knowledge Transfer Partnerships, Welsh Government SMART Programme, Innovate UK).</p> <p>Knowledge of Quality Management Systems.</p> <p>Knowledge of contract law.</p> <p>Knowledge of protecting and commercialising intellectual property.</p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
<b>Skills and Abilities relating to role (Essential)</b>	<p>Excellent customer service skills.</p> <p>Proven organisation and administrative skills.</p> <p>Excellent interpersonal skills.</p> <p>Excellent communication skills (including writing reports and making presentations).</p> <p>The ability to work effectively as part of a team and with a variety of internal and external stakeholders.</p>	<input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
<b>Skills and Abilities relating to role (Desirable)</b>				
<b>Experience paid / unpaid (Essential)</b>	<p>A track record of writing successful funding bids e.g. public sector funding / tenders / research bids.</p> <p>Experience of providing advice to a variety of public, private and not-for-profit organisations.</p>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	

<b>Experience paid / unpaid (Desirable)</b>	Proven experience of successfully undertaking business development activities.  Experience of working in the Higher Education sector.  Experience of working in a knowledge transfer role.	<input type="checkbox"/>   <input type="checkbox"/>  <input type="checkbox"/>		
<b>Other Requirements (Essential)</b>	Ability and willingness to travel to remote sites across the UK.	<input type="checkbox"/>		
<b>Other Requirements (Desirable)</b>	Ability to speak Welsh.	<input type="checkbox"/>		