Bid Manager – CPC434

Location	London or Milton Keynes (currently remote)
Reporting to	Head of Bids and Tenders
Working hours	Full-time
Contract type/duration	6-month fixed term contract
Equal Opportunities	CPC is committed to ensuring it recognises equal opportunities
Date written	June 2021

The Bid Team's primary focus is to manage the submission of bids and proposals in line with the organisation's strategic priorities. This specific vacancy will largely focus on Collaborative Research and Development (CR&D) bids but the postholder will additionally be expected to lead commercial bids. All of the projects Connected Places Catapult undertakes are expected to deliver impact to the UK economy through the creation of jobs and/or increased revenues to UK PLC.

The Team supports the wider Catapult through:

- Dedicated management and communication of a pipeline of opportunities – from ideation through to award and project activation.
- Development and coordination of all written proposals/bids and tenders through cross-functional collaboration, maintaining internal governance processes continuously.
- Managing CR&D business development activities, liaising with consortium partners in support of bid preparation and documentation completion.
- Reporting of bid activities to feed into monthly business reviews, forecasting and Board papers.
- Being custodians of the CRM and Engagement analysis to provide visibility of all external engagement and business development activities, producing data to enable effective business decisions and reporting.

Purpose of the role

With a focus on identifying and developing CR&D proposals, the primary purpose of the Bid Manager is to:

- Support relevant internal and external stakeholders to enable the Catapult to achieve its CR&D income targets through developing large proposals for relevant funding calls
- Work with those across the business leading on engagement activities and proposition development, to support the engagement with and influencing of Funding Bodies, to generate knowledge of and potentially shape funding calls
- Identify external organisations to collaborate with, sharing with internal stakeholders, to build and leverage strong relationships for the purpose of collaborating on funding proposals.
- Manage the development and execution of robust bid strategies in line with the Catapult's strategic priorities and mission.
- Own all aspects of the bid process, from working in partnership with internal stakeholders to identify strategically aligned opportunities to engaging with consortium partners and internal delivery capabilities to develop robust and compelling propositions.
- Build and engage with consortia, consisting of internal and external partners, to prepare high quality, creative and industry-leading bid submissions.

Key Responsibilities

- Working with the Business Development Team, Solution Architects and Programme Directors to develop relationships with key external organisations to build consortia and apply for large funding opportunities
- Attend collaborative competition briefings, providing a company 'pitch' relevant to the competition scope and objectives where appropriate; ensuring that any Leads are shared with internal stakeholders
- Manage the development of CR&D funding proposals with external organisations
- Lead external and internal resources to ensure that high quality, commercially viable and compliant bids are developed, authorised and submitted on time to the highest standards.
- Ensure that all opportunities and any stakeholder engagements are fully documented and managed within the CRM system
- Develop winning bid campaigns alongside Solution Architects and Programme Directors, identifying strategic approach, win themes and customer requirements.
- Ensure the smooth management of the entire bid process, working closely with Catapult colleagues to ensure clear integration with other internal processes and systems;
- Direct external and internal partners on the production of technical, commercial, financial and operational content for submissions.

- Review and re-draft bid content (as appropriate) to ensure consistent alignment, language, format and approach are taken when multiple parties have supplied to the content.
- Ensure effective bid meetings with consortium partners and internal technical resource.
- Handle multiple bids at a time with competing deadlines.
- Lead the transition of successful awards into delivery, working closely with the Commercial, Finance and respective delivery team(s).

Required skills and experience

Essential:

- Leading, delivering and winning collaborative research and development bids with industry such as Innovate UK and Horizon 2020.
- Working across internal and external partners to deliver successful bid submissions.
- Managing several complex and detailed bids at different stages, simultaneously and under pressure;
- Using creative approaches to identify potential bidding opportunities and commercial opportunities.

Desirable:

- Degree-level education or equivalent proven ability in role
- Previous experience of working within a research environment.
- Experience of using CRM tools to record and maintain customer engagement activities/revenue opportunities.

To apply for this role please email us on jobs@cp.catapult.org.uk with your CV and covering letter attached quoting the ref: **CPC434**