

Role Purpose:

To identify, develop and secure competitively awarded collaborative research & development (CRD) funding to continually expand and improve CPI's capabilities and expertise in core and emerging technologies and markets. CPI acts as a catalyst to help companies translate bright ideas and research into the marketplace and CRD funding is vital to this mission. The role will be primarily based at one CPI location, but projects and activities may span all CPI sites.

Key Responsibilities:

Opportunity Scanning

- To develop a deep understanding of potential funding bodies and sources and create an external network and profile to strengthen CPI's external profile in the innovation funding space.
- To identify appropriate funds and partners to create capability building projects, working in partnership with colleagues to build effective, collaborative relationships and projects.
- To communicate effectively between funding bodies, internal colleagues and external partners to facilitate ongoing funding.
- To create and maintain a register of public and private funding sources, including Regional, National and International (e.g., LEP, IUK and Horizon 2020/Europe)

Bid/Proposal Development

- To undertake robust due diligence of potential public bids and private proposals with colleagues and external partners to verify a sound business opportunity exists
- To identify and manage commercial, technical and reputational risk at pre-bid / proposal stage
- To utilise the diverse skills, knowledge and capability available across CPI and coordinate to achieve the highest quality, compelling bid and/or proposal submissions
- To be responsible for building, writing and submitting public-private bids/proposals aligned with CPI's business strategy and technical capability
- To coordinate external bid partners to ensure a cohesive high-quality bid is submitted on time and to budget
- To be accountable for ensuring that bids are fully costed and in line with agreed budgets
- To ensure proposals are adequately reviewed and approved in line with CPI processes prior to submission

Bid award

- To collaborate early with project management teams to transition winning bids into project initiation, implementation and delivery
- To work collaboratively with the Performance Impact Manager to ensure all bid submissions are tracked through relevant impact measurement frameworks
- To maintain a library of data sources, references and potential funding sources
- To be accountable for a delegated public-private funding portfolio and provide performance reports in agreed format
- To create and maintain CPI's bid methodology, document management and templates to develop organisational learning
- To maintain a knowledge resource of supporting technical documentation
- To ensure effective handover of successfully funded bids to the project delivery and project performance teams
- To maintain involvement with project delivery teams to ensure learning is captured and applied in subsequent bids and to facilitate development of follow-on CRD projects where appropriate

Financial Planning and Forecasting

- Support financial planning and forecasting by accurately logging and maintaining accurate bid details in the CRM system as bids develop

Direct reports: No direct reports

Person specification

Education / Qualifications:

Essential:	Desirable:
Educated to degree level in a scientific or business related subject	Postgraduate research degree science, engineering or business related discipline

Competencies and Behaviours	
<p style="text-align: center;">Leadership (Influencing)</p> <ul style="list-style-type: none"> • Promotes commitment to CPI’s strategy, vision, values, and direction. • Motivates, inspires and build resilience in others by making the vision shareable by everyone. • Rewards and celebrates success with colleagues and teams. • Future proofs work practices. • Trusts others’ judgment and demonstrates a willingness to try new things, even at the risk of failure. 	<p style="text-align: center;">Decision Making (Influencing)</p> <ul style="list-style-type: none"> • Confidently draws reliable conclusions from diverse and sometimes incomplete data. • Proactively sources and refers to how others have tackled similar problems previously. • Considers risks, and consequences, and takes accountability for, the impact the decision has on the business including costs/ benefits.
<p style="text-align: center;">Communication (Guiding)</p> <ul style="list-style-type: none"> • Personally takes the lead in creating an environment that encourages open and honest communication at all levels in the organisation. • Motivates and influences others via their communications. • Adapts communication style and format recognising individuals’ different needs/ motivations. • Communicates corporate message with conviction and enthusiasm and thereby promotes commitment and belief in others. 	<p style="text-align: center;">Developing self and others (Enabling)</p> <ul style="list-style-type: none"> • Supports others in their development. • Is personally committed to, and actively seeks, opportunities to improve continuously. • Provides honest helpful feedback to others on their performance. • Insightful about self, strengths and limitations, and how to maximise contribution.
<p style="text-align: center;">Collaboration (Influencing)</p> <ul style="list-style-type: none"> • Blends people into teams, leveraging the use of talents available from any part of the organisation that result in the most innovative solution. • Fosters a sense of energy, ownership, and personal commitment to collaborative work. • Understands priorities and deeper needs of different stakeholder groups. 	<p style="text-align: center;">Delivery (Guiding)</p> <ul style="list-style-type: none"> • Demonstrates the ability to prepare, gain approval of, refine and update business cases that justify the initiation of a project. • Displays the ability to manage stakeholders, taking account of their levels of influence and particular interests. • Ensures actions and decisions within the team are aligned with CPI’s priorities.

Bid Proposal Development Manager – Job Description



- Supports and enables people to work together to meet objectives
- Anticipates how team objectives must adapt and stretch to respond to change.

Knowledge and Experience:

Essential:	Desirable:
Relevant experience of operating within an innovation, research and development environment.	Direct experience of Electronics, Pharma, Biologics/Biopharma, Formulation, Industrial Biotechnology or Digital Technology industries.
Excellent and proven skills in technical/ scientific writing, editing and research.	
A proven track record of assimilating complex data and synthesising into clear, unambiguous business proposals for decision making	