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| Last updated: September 2023 |  |

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| Post title: | Senior Bid Development Manager (Social Sciences) | | |
| Academic Unit/Service: | Research and Innovation Services | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 5 |
| Posts responsible to: | Head of Research Funding Development | | |
| Post base: | Hybrid working | | |

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| Job purpose | | |
| Contribute to the delivery of the University’s research strategy taking responsibility for the Faculty of Social Sciences and project manage the development and submission of bids for large and strategically important research projects.  Create a culture where academic staff are supported to successfully access external research funding and to become better positioned to influence future calls and priorities. | | |
| Key accountabilities/primary responsibilities | | % Time |
|  | **Project manage development and submission of strategic bids** – Work in close partnership with academic lead (s) within the Faculty and University to provide expert research funding advice and manage the preparation and submission process for major project proposals that have been identified as of high strategic importance to the Faculty, calling on colleagues in other professional services as required. Feed intelligence from funders into the development of proposals.   * Qualify bid opportunities to inform the Faculty decision on whether or not to bid. Qualification will include: provision of information on the research area targeted, bid stages and requirements, value to the Faculty and University, appraisal of method of funder, capacity to perform, timescale and co-finance. * Working to support academics to manage activities to deliver strong and high-quality bids within timescales, providing professional support to the academic champion and bidding team. Activities are likely to include:   + Planning and tracking activities in detail   + Aiding PIs in writing ‘generic’ aspects of proposals, and/or by undertaking rapid literature reviews and/or data analyses to help evidence key arguments   + Liaising with project partners to develop collaborative links and letters of support   + Liaising with the Finance Research Hub to expedite costings and prepare Justification for Resources documentation   + Co-ordinating iterations and internal peer reviews of bid documents   + Ensuring the bid meets the assessment criteria   + Arranging final sign-off by Faculty * Manage the flow of information between bid partners to support the development of compelling bids and proposals. | 65% |
|  | **Building Relationships with Research Funders** - Develop and manage effective relationships with discipline relevant research funders in close partnership with the Associate Dean Research and colleagues within RIS:   * Work with RIS staff to enhance the Faculty’s intelligence on funding opportunities and understanding of funders’ strategies and key drivers. * Act as the lead professional contact for the Faculty by creating and maintaining a network of key contacts aligned to the Faculty priorities. * Identify and promote opportunities to influence future calls and to align funding opportunities with the interests and priorities of the Faculty. * Monitor and keep up to date on new policy developments and funding programmes, cascading information via appropriate governance and internal networks. | 15% |
|  | **Build capacity to access funding (inc. research facilitation) –** Develop a thorough understanding of key Faculty research strengths and priorities:   * Build relationships with key research leaders within the Faculty and support the next generation of researchers to understand strengths and priority areas. This will include supporting researchers develop and implement their funding strategy. * Facilitate engagement and networking of researchers across disciplines for inter-/multi-disciplinary research through sandpits and workshops around themes or schemes of strategic importance to the Faculty and that align to the strategy of key funders. * Work with potential partners (other Faculties, Schools, Universities, corporations, public sector organisations) to facilitate and/or drive the discussions that will lead to the submission of successful collaborative bids – ensuring at all time that parties’ interests are aligned and within the scope of funders’ priorities. | 15% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| Research Funders  Dean, Associate Dean Research, Associate Dean Enterprise, Heads of Schools, Deputy Heads of Research, Institute Directors and Principal Investigators.  Associate Director of Faculty Operations  Head of Faculty Finance  Professional Services including RIS, Finance, Planning, Marketing and Comms |

| Special Requirements |
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of a professional qualification or postgraduate degree or significant relevant experience at senior level.  Knowledge and understanding of National and International research funding landscape – especially as relevant to Social Sciences.  Understanding of research lifecycle and environment in HEI.  Proven experience of managing outcomes in a specialist field.  Proven successful bid writing, project and people management skills, including managing a team.  HEI experience. |  | Application form |
| Expected behaviours | Able to apply and actively promote equality, diversity and inclusion principles to the responsibilities of the role.  Demonstrate the Southampton Behaviours and work with colleagues to embed them as a way of working within the team. |  |  |
| Planning and organising | Ability to initiate, plan and manage major new projects or significant new activities, ensuring plans complement broader organisational strategy. |  | Application form |
| Problem solving and initiative | Ability to identify broad trends to assess and resolve issues.  Ability to apply originality in modifying existing approaches to solve problems. |  | Application form and interview |
| Management and teamwork | Ability to manage team dynamics, ensuring any potential for conflict is managed effectively.  Ability to work collaboratively within a dynamic team setting, ensuring delivery of a smooth specialist professional service  Ability to formulate development plans to meet current and future skill needs.  Ability to provide expert guidance and advice to colleagues to resolve complex problems. |  | Application form and interview |
| Communicating and influencing | Excellent interpersonal skills.  Ability to persuade and influence in order to foster and maintain relationships.  Ability to write and present reports and management information.  Ability to resolve tensions and difficulties as they arise.  Ability to contribute to Faculty Committees, working groups on behalf of FSS and the University. |  | Application form and interview and presentation |
| Other skills and behaviours | Ability to respond effectively in a pressurised environment.  Ability to appreciate university priorities and to apply these in managing work outcomes.  Understanding of relevant Health & Safety issues |  | Interview |
| Special requirements | Flexibility to work unusual hours on occasion. |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |