

Position Title	Tender Specialist - Project Coordinator
Group/Portfolio	Griffith International
Classification	HEW Level 6
Position Number	00062267
Reports To	Manager, International Development Unit
Employment Type	Contingent Continuing

1.0 Position Purpose

The International Development Unit (IDU) is a self-funded unit that sits within Griffith International. IDU identifies opportunities to deliver aid and overseas government-funded capacity building projects and professional development short courses that leverage the University's academic expertise.

The work of the unit aligns with the United Nations Sustainable Development Goals (SDGs), contributes to the University's international profile, and attracts funding to assist with meeting the University's strategic goals. Working with relevant experts (internal and external), IDU develops and submits tenders to the awarding bodies, and if successful delivers the projects and programs following an entire contract lifecycle approach.

The primary role of a Project Coordinator – Tender Specialist is to provide high quality pre-award services to the Griffith University community and stakeholders with the objective of increasing external funding. The Tender Specialist identifies and assesses the viability of funding opportunities and works closely key experts to develop competitive tenders and applications, which may include bids for short courses, special projects or grant applications.

The position works with the Griffith University academic community and external specialists to write high quality, compliant tender documents in response to aid-funded and overseas government funded projects. The production of tender documentation includes developing pricing models and budgets which are accurate, compliant and competitive. Where required, the Tender Specialist will facilitate delivery of projects.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications, plus significant experience in a relevant environment, or an equivalent combination of training, education, and experience.

3.1 Key Responsibilities

- Facilitate new funding opportunities to tender for and deliver projects and programs funded by aid organisations, including Australia Aid, and overseas governments and organisations.
- Design and write tenders and bids for capacity development projects and programs, working in liaison with the University community and external business partners.
- Maintain effective relationships with the Griffith academic community to leverage its academic and professional expertise to tender for and deliver projects and programs.
- Provide strategic advice to the Manager, IDU on external relations initiatives and funding opportunities.
- Collate and analyse data to evaluate IDU's performance in relation to tendering. Identify and act on opportunities for improvement and actively seek feedback on IDU's submissions. Ensure a cycle of continuous improvement is developed.
- Facilitate new funding opportunities through liaising with government, the private sector, and other entities.
- Assist management in overseeing the key growth initiatives related to forming strategic partnerships with external organisations and institutions.
- Plan, organise and participate in funding seminars and workshops for specified schemes or projects.
- Following award of a tender, assist the delivery team in mobilising the project by providing detailed information on technical and financial expectations of the project. Participate on client and/or internal project kick-off meetings.
- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the [Leads Self](#) section of our [Capability Development Framework](#).