

IXION GROUP – JOB DESCRIPTION

JOB TITLE: Bid Manager – Research and Innovation

Reporting to: Head of Innovation

- Purpose of Job:**
- To successfully secure innovation funding and technical/research resource for our clients.
 - To generate research funding revenues for Anglia Ruskin University.
 - To increase Ixion's success at securing innovation funding and to further our ambition to be Europe's number one provider of research services
 - To generate Contribution 1 for Ixion from the European Contracts team.

KEY RESPONSIBILITIES:

- Work closely with our clients to understand their technological and business aspirations and translate these into fundable concepts.
- Produce high quality research funding proposals, including Horizon 2020, Eurostars and Innovate UK.
- Achieve proposal success levels that drive new income and contribution 1 for Ixion, and research funding revenue for Anglia Ruskin University.
- Liaise with the client's team, verbally, by email and letter to ensure they are fully informed of the progress of our work at all times.
- Negotiate successful bids with the relevant funding body to ensure a successful and timely project start.
- At all times ensuring delivery of Ixion's work is of high quality and maintains our high standards and reputation.
- Work in a progressive and supportive way of other senior managers across the ARU and Ixion group in their wider bids and to source and contribute to innovation ideas for the broader group.

GENERAL RESPONSIBILITIES:

- Attend training as identified through reviews with your line manager and the Ixion appraisal process, or as identified by the prime contractor.
- Work flexibly across offices, as and when directed by your line manager.
- Undertake any other responsibilities and ad hoc duties as required by Ixion.
- Promote the principles of Equality and Diversity and ensure that the policy is fully applied at all times.
- Adhere to all personal responsibilities under Health & Safety and Safeguarding procedures, and ensure that the policies are adhered to at all times.

- Ensure that the Code of Conduct, Data Protection, Harassment & Bullying, Confidentiality, Anti-Fraud, Data Security and all other policies of the Company are fully applied at all times.
- Strictly adhere to all Ixion processes and procedures.
- Ensure that you work to the Ixion Group 's vision, values, objectives and priorities and are strongly committed to them .

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- An excellent understanding of new technology and a passion for innovation.
- Strong technical and persuasive writing skills.
- A strong technical degree (or above).
- First class communication skills with the ability to communicate at all levels, up to the most senior client levels.
- An understanding of the steps involved in commercialising new technology, including IPR protection and exploitation.
- Excellent computer skills, including Office and be thoroughly conversant with the internet as a technical information source.
- Well organised, self-starting with excellent attention to detail.
- Commercially strong.
- Strong team player but able to work on their own on key bids and projects.
- Previous experience of writing research proposals for bodies such as FP7, Horizon 2020 or the UK Technology Strategy Board would be an advantage.
- Some national and European travel will be involved, hence a suitable passport / visa and driving licence is essential.

Ixion is committed to safeguarding and promoting the welfare of all learners and customers, and expects staff to share this commitment.

This role will require a satisfactory Basic Level DBS Disclosure check.