**Senior Coordinator Bids, Tenders and Pursuits**

* **Full-time, ongoing position**
* **Develop strategic business opportunities through competitive commercial tenders, proposals and pursuits**
* **Based at the City campus, flexible working arrangements**

**About the role**

You will play a key role in the development and growth of RMIT University’s workforce development business activities. Your focus is to secure and develop strategic and viable business opportunities through both proactive and reactive competitive commercial tenders, proposals and pursuits.

You will;

* Provide advice to key stakeholders with respect to industry and government opportunities and the development of tender and project submissions
* Work with stakeholders to qualify, advise on and develop project plans, costing models and pricing for workforce development and training opportunities
* Coordinate collaboration with stakeholders to drive the development of successful tender and proposal submissions related to workforce development and training opportunities
* Contribute to data analysis and assessments of workforce development and commercial opportunities, including due diligence, opportunities versus risks and commercial viability.

**About you**

To be successful in this role, you will have;

* Experience managing and developing winning industry and government tender and proposal submissions
* Analytical skills and ability to exercise discretionary judgment in assessing opportunities and risks
* Proficiency working with costing models and financial models
* Experience in providing high level administrative and project support in a large and complex organisation

**About us**

RMIT is a multi-sector university of technology, design and enterprise with more than 91,000 students and 11,000 staff globally. RMIT offers postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

Our purposeis to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT’s leadership in education, applied and innovative research, and to the development of highly skilled, globally focused graduates.

**Culture**

Our Values inspire us, wherever we are in the world, and guide how we live and work together**.**

***Imagination. Agility. Courage. Passion. Impact. Inclusion.***

What unites us is our purpose and our values; they are at the heart of who we are, what we stand for, how we make decisions and connect with each other.

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. RMIT exists to create transformative experiences for our students, getting them ready for life and work. You will be a part of a productive and collaborative team, who values working relationships and outcomes through open and inclusive planning, continuous information sharing and transparent work practices.

**Please Note: Appointment to this position is subject to passing a Working with Children Check.**

**Bring Your Whole Self to Work**

We are better for [our diversity](https://www.rmit.edu.au/about/our-values/diversity-and-inclusion). When we listen to those who are different to us, or challenge us, we grow stronger together. When we feel like we belong, we can achieve so much more. We respect each other, embrace our differences and build a sense of belonging in our team and beyond.

We are proud that our dedication to diversity has been recognised by a broad spectrum of external organisations. Visit our [Linkedin Life](https://www.linkedin.com/school/rmit-university/life/b6920bce-ed75-4465-8c50-31071cda9fd0/?viewAsMember=true) pages to learn more and see some of our most recent wins.

RMIT has a strong dhumbali (commitment) to the employment, development and retention of Aboriginal and Torres Strait Islander people within a culturally safe environment; we strongly encourage applications from Aboriginal and Torres Strait Islander peoples.

**To Apply**

Please submit your CV and covering letter addressing your suitability for this position by clicking [here](https://rmit.wd3.myworkdayjobs.com/RMIT_Careers/job/Melbourne/Senior-Coordinator-Bids-Tenders-and-Pursuits_JR1644) and following the application links.

 [PD Senior Coordinator Bids, Tenders and Pursuits.pdf](https://secure.dc2.pageuppeople.com/apply/TransferRichTextFile.ashx?sData=UFUtVjMtzh6mxt8CMY8oQ2MuMJuK1V7rh5E12EszNp9PcMzKje1ABZM2GB2XXuetUJwi370QyY2BLM9jFqiKWqS-A1_5A3z0A70d9zLEaOTOOhDuG4VssB10u-e2geUQomjIqWrO6-MBnltlYv0GTQeFBOL53g%7e%7e)

Receive opportunities at RMIT directly to your inbox by [subscribing here](https://yourcareer.rmit.edu.au/caw/en/subscribe/).

**RMIT is a Disability Confident Recruitment Team and we are happy to adjust the recruitment process for your accessibility requirements. Please contact us at** **TalentSupport@rmit.edu.au** **telling us your preferred type of communication and we will be in touch as soon as possible to discuss your requirements.**

*RMIT is an equal opportunity employer committed to being a child safe organisation. We are dedicated to attracting, retaining and developing our people regardless of gender identity, ethnicity, sexual orientation, disability and age. Applications are encouraged from all sectors of the community and we strongly encourage applications from the Aboriginal and/or Torres Strait Islander community.*

*Please note that whilst we still accept applications from any persons interested in our roles, due to the impacts of COVID-19, we are currently prioritising applications from those with current working rights in Australia and who are not affected by travel restrictions. Please see the latest updates to Australia’s immigration and border arrangements during the COVID-19 (Coronavirus) outbreak:* [*https://covid19.homeaffairs.gov.au/*](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcovid19.homeaffairs.gov.au%2F&data=02%7C01%7Cquila.cervelli%40rmit.edu.au%7C0953ea25cbe24ee173bf08d8488f120b%7Cd1323671cdbe4417b4d4bdb24b51316b%7C0%7C0%7C637339126609362878&sdata=0EVee7AfVhZr74jYH%2FUpv%2Bfxh5T3y8S1%2B99q92zmDhc%3D&reserved=0)

**We are a 2021 Circle Back Initiative Employer – we commit to respond to every applicant.**