

BID COORDINATOR

BRANCH/UNIT	Market Group		
TEAM	Commercial & University Partnerships		
LOCATION	Negotiable		
CLASSIFICATION/GRADE/BAND	TWL6		
POSITION NO.	TBA		
ANZSCO CODE	511112	PCAT CODE	1329192
TAFE Website	www.tafensw.edu.au		

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Bid Coordinator is responsible for assisting the Manager Bid and Tenders in drawing on resources organisation-wide to ensure that bid resources and efforts are appropriate and timely, and to facilitate the successful preparation of tender responses.

3. KEY ACCOUNTABILITIES

1. Partner closely with the Manager Bids and Tenders, Commercial & University Partnerships, broader Market group teams and Subject Matter Experts (SME's) to coordinate the preparation and writing of tender proposals, expressions of interest, bid processes, submissions and capability documents, assuring quality and consistency with TAFE NSW branding and marketing guidelines and tender specific criteria.
2. Coordinate the management of relevant and accurate tender documentation, gathering, reviewing, preparing and submitting it all in compliance with correct governance processes.
3. Maintain a currency of relevant documentation including project data, exemplar responses, CVs, relevant certifications, capability statements and a register of all proposals submitted and use that information to assemble cost, scheduling and performance requirements as well as a repository for future bids and tenders.
4. Manage and coordinate multiple bids with competing deadlines, work with various stakeholders across TAFE NSW and ensure that document control procedures are strictly adhered to, so as to minimise the risk of not meeting deadlines or developing inaccurate proposals.
5. Liaise with the Marketing teams to ensure up-to-date marketing and promotional material, proposal templates, standard copy, tenders and other marketing collateral is included in tenders and support the development of storyboards and written responses, ensuring compliance and consistency across various proposals.
6. Contribute to winning bid strategies, drawing on insights from previous experiences, and share useful re-usable content with the wider Bid and Tender Management and deal solution teams to inform key decision making and strategy development for future proposals.
7. Communicate and collaborate with internal stakeholders from each tender and proactively research potential clients to understand requirements, ensuring the effective and consistent delivery of bids and maximising bid success.
8. Carry out general administrative duties as directed by the Manager Bid and Tenders and provide input into process development and improvement strategies to continually improve the bid and tender management function.
9. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
10. Place the customer at the centre of all decision making.
11. Work with the Line Manager to develop meaningful performance development and review plans.

4. KEY CHALLENGES

- Working collaboratively with staff to ensure that all information and data is supplied in a deadline driven environment, is correct and accurately detailed in each tender proposal.
- Keeping all information to be used in tender applications current and readily accessible to the entire team and stakeholders.

5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Manager Bids and Tenders	<ul style="list-style-type: none"> Receive leadership, direction and advice.
Market Group – Commercial & University Partnerships	<ul style="list-style-type: none"> Share knowledge, consult and collaborate on initiatives and operational management.
Regional/Corporate Business Partners	<ul style="list-style-type: none"> Provide advice on regional operations and services matters. Provide feedback on business development and service delivery matters.

6. POSITION DIMENSIONS

Reporting Line: Manager - Bids and Tenders

Direct Reports: Nil

Indirect Reports: Nil

Financial delegation: TBA

Budget/Expenditure: TBA

Decision Making:

- Make decisions, using good judgment, expertise and knowledge, under limited guidance from more senior staff, on tasks/assignments with considerable complexity and sensitivity.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

7. ESSENTIAL REQUIREMENTS

- Diploma, Advanced Diploma or Associate Degree in a relevant discipline or equivalent skills, knowledge and experience.
- Ability to address and meet focus capabilities as stated in the Position Description.



8. CAPABILITIES

NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities **in bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational > Intermediate > Adept > Advanced > Highly Advanced

CAPABILITY GROUP	NAME	LEVEL
 Personal Attributes	Display Resilience & Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	Intermediate
	Value Diversity and Inclusion	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Adept
	Plan And Prioritise	Intermediate
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

FOCUS CAPABILITIES

The focus capabilities for the Bid Coordinator are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the position's key accountabilities.

NSW Public Sector Focus Capabilities

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes		
Manage Self	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations. Show commitment to achieving work goals. Show awareness of own strengths and areas for growth, and develop and apply new skills. Seek feedback from colleagues and stakeholders. Stay motivated when tasks become difficult.
Relationships		
Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Build a supportive and cooperative team environment. Share information and learning across teams. Acknowledge outcomes that were achieved by effective collaboration. Engage other teams and units to share information and jointly solve issues and problems. Support others in challenging situations. Use collaboration tools, including digital technologies, to work with others.
Results		
Deliver Results	Adept	<ul style="list-style-type: none"> Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes. Make sure staff understand expected goals and acknowledge staff success in achieving these. Identify resource needs and ensure goals are achieved within set budgets and deadlines. Use business data to evaluate outcomes and inform continuous improvement. Identify priorities that need to change and ensure the allocation of resources meets new business needs. Ensure that the financial implications of changed priorities are explicit and budgeted for.
Business Enablers		
Technology	Adept	<ul style="list-style-type: none"> Identify opportunities to use a broad range of technologies to collaborate. Monitor compliance with cyber security and the use of technology policies. Identify ways to maximise the value of available technology to achieve business strategies and outcomes. Monitor compliance with the organisation's records, information and knowledge management requirements.
Business Enablers		
Procurement and Contract Management	Intermediate	<ul style="list-style-type: none"> Understand and comply with legal, policy and organisational guidelines and procedures relating to purchasing. Conduct delegated purchasing activities in line with procedures. Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements.