

# Request for quote

## Hub Manager

---

### Renewables Innovation Hub

#### Background

The [Renewables Innovation Hub](#) (the 'Hub'), located within the CBR Renewables Precinct (the 'Precinct'), was established through funding from the ACT Government's Renewable Energy Innovation Fund to attract, connect and develop the relevant skill sets, knowhow (including research capabilities) and networks within the ACT's thriving renewable energy industry. In turn this is expected to [drive the development](#) of the renewable energy and clean-tech industry in the ACT and deliver on the Government's vision for the Territory as 'an export-oriented hub for renewable energy innovation and investment.'

The Precinct and Hub bring together companies, researchers and policy makers from across the renewable energy value-chain to:

- foster and build a community of companies within the renewable energy/energy storage industry;
- support formal and informal collaboration, and the transfer of tacit knowledge and networks between companies – big and small, local and international – and research, trades training and government sections;
- promote the identification of market needs-based innovation and research opportunities;
- facilitate and connections between local and international research facilities; and
- position the ACT, nationally and internationally, as a 'centre for excellence' in renewable energy.

#### Reporting

The Hub Manager reports to the ACT Government and the Renewable Energy Innovation Fund's Business Advisory Board (BAB).

#### Objectives of the services

The role of the Hub Manager is to coordinate day-to-day operations of the Hub, manage relations within the Hub and wider renewables community, and build linkages with local, national and international partners. The objectives for the assignment are: recruitment and progression of businesses within the Hub and positioning the ACT as a centre for excellence in renewable energy.

#### Timing and location of the services

The services are to be delivered from 10 April 2017 to 10 April 2018, with an option for a 12-month extension based on performance. The Hub Manager will be located onsite at the Hub, which is located in Canberra City West (between ANU and Moore Street) and comprises a mix of open-plan and private office spaces, meeting rooms, and a large events space. The Hub Manager will have a physical presence at the Hub from 8:30 am – 5 pm weekdays. This may be filled by one or several individuals.

## Statement of requirement

The services to be provided by the supplier include but are not limited to:

- *Local, national and international engagement*
  - assisting with the development of a marketing strategy and promotional materials for the Hub;
  - contributing to the implementation of the marketing strategy and pursuing local, national and international partnerships;
  - setting up and maintaining online presence for the Hub, including a website and related social media; and
  - developing website interfaces for online membership contracts and expression of interest for Renewable Energy Innovation Fund grants.
- *Recruiting and managing members*
  - engaging and recruiting potential Hub members;
  - assisting with the vetting of potential members and making recommendations to the ACT Government and BAB regarding acceptance and/or continuation of memberships; and
  - managing all aspects of memberships, including enquiries, conducting tours, introductions, and member status tracking for all new and renewing members.
- *Community engagement and development*
  - creating a collaborative environment among members and fostering business relations between Precinct and Hub members;
  - fostering a sense of 'community' within the Hub and Precinct;
  - oversee relations within the Hub, ensuring like companies are supporting and engaging with the wider renewable energy and cleantech community;
  - in collaboration with the ACT Government, members, and broader renewable energy stakeholders, planning and running events of interest to the Hub community, including but not limited to seminars, workshops, research presentations, founders lunches and meet-ups among community members; and
  - developing community initiatives to create and build connections between members of the Hub and precinct community, ensuring that members within the community support the overall goals and objectives of the Hub.
- *Business and facilities management*
  - developing a cash flow model for self-funding at the end of the Hub's first three years of operation, including setting membership pricing models, development and implementation of corporate sponsorships and innovative revenue generating strategies;
  - assisting with the transition of the Hub to a non-Government entity, including advice on potential governance arrangements;
  - managing and reporting on a small budget for the Hub, including minor expenditure;
  - liaising with the ACT Government (including the ACT Property Group), the BAB and Hub members to maintain an appropriate fit-out of the Hub; and
  - managing daily operations, ensuring the Hub is tidy and operational, liaising with the ACT Government and ACT Property Group where necessary.

## Eligibility, skills and experience

Suppliers may be an individual or organisation, with an ABN. The supplier must have:

- a passion for and understanding of renewable energy technologies, including the economic opportunities the rapidly evolving sector presents to the ACT economy;
- excellent networks and interpersonal skills, with the ability to influence outcomes with a broad range of stakeholders;
- experience with managing social media and blogs; and
- strong business acumen, initiative, and financial management skills, including and appreciation of and experience with the issues associated with supporting startup enterprises.

## Application

Interested suppliers are invited to submit quotations by COB AEST on Friday 10 March 2017 to

[hugo.temby@act.gov.au](mailto:hugo.temby@act.gov.au). Quotations should:

- outline the supplier's capability and relevant experience;
- set out the supplier's proposed approach to delivering the requirements outlined above;
- identify key personnel who will be present at the Hub and include 3 page CVs for all proposed project personnel; and
- include a financial proposal.

Applications will be competitively assessed in relation to value for money against the above requirements.

## Enquiries

Contact [hugo.temby@act.gov.au](mailto:hugo.temby@act.gov.au).