**THE MINERALS RESEARCH INSTITUTE OF WESTERN AUSTRALIA (MRIWA)**

**JOB DESCRIPTION FORM**

**JOB DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title:** | Management Support Officer | **Position number:** | MRIWA |
| **Work Group:** | MRIWA | **Position Level:** | Level 4 |

**ROLE SPECIFIC RESPONSIBILITIES**

*The following outlines the duties, responsibilities and key result areas related to this job. They are not listed in any specific order of priority:*

**This role is part of a small highly integrated team, working with limited supervision and a strong focus on initiative and efficiency.**

The specific responsibilities are:

**Provide comprehensive and high level office administration**: includes managing the day-to-day financial, information, document /records, travel and resource requirements of the MRIWA Office.

**Provide high level executive support** to MRIWA management, committees and working groups; including coordinating the preparation, dissemination and follow-up of working papers, minutes, project plans, briefing notes, Ministerial and general correspondence, as required.

**Prepare and coordinate delivery** of research, papers, products and services to suit intended purpose of internal and external forums, including coordinating, editing and presentation of the MRIWA Annual Report.

**Assist with projects and manage discrete projects**, including supporting the Project Managers in maintaining the project management system and contributing to designing and implementing enhancements, where necessary.

**Provide high quality customer services**: including first- point-of-contact information to enquiries, through to editing and updating of relevant information systems such as the MRIWA website.

**Actively maintain productive relationships and networks** with key stakeholders and Government agencies in relation to programs, initiatives and general queries. Participate actively to achieve operational and strategic objectives; including developing the opportunity for enhanced relationships between MRIWA staff and those stakeholders.

**Develop and maintain a working knowledge of the facilities** at major research partners in WA and some ‘site awareness’ of other stakeholders.

**Arrange and manage promotional activities** such as high profile events, including the award of scholarships by the Minister, and seminars with presenters from research organisations, business and/or government.

**Ensure the accounting, asset management, purchasing and facilities management practices** within MRIWA are maintained and consistent with prescribed requirements.

**Complete financial book-keeping and provide periodic financial reports**, in consultation with the CFO, and assist the Auditor with the annual financial audit process.

**Assist MRIWA management develop frameworks and processes** for managing and monitoring governance, risk, compliance, business continuity and cost effectiveness matters.

**CORPORATE RESPONSIBILITIES**

Contribute to achieving the Institute’s objectives by ensuring that stakeholders are dealt with in a professional and timely manner.

Work within corporate policies and procedures and demonstrates expected behaviours aligned with the prescribed Code of Conduct.

Perform other duties as directed.

**JOB REQUIREMENTS**

*The following qualifications, experience and job specific skills are required to successfully fulfil this job.*

Experience in providing high level administrative services and/or executive support: including working independently and handling confidential and sensitive matters.

Understanding and/or knowledge of relevant public sector legislative and associated regulations, and reporting requirements.

Understanding of project management, including undertaking research, analysis and ability to present information.

Good skills using the Microsoft Office suite of programs including Outlook.

Accounting ability in the use of packages such as MYOB.

Ability to undertake website management.

**The following capabilities are required for this position:**

Sound knowledge and understanding of public sector responsibilities and corporate compliance requirements.

A proven self-starter with a demonstrated capacity to take responsibility to set, meet and deliver own and/or group priorities within agreed timelines; and with limited supervision.

Communicate clearly and effectively at all levels, including within a small team environment and with external stakeholders, in a way that promotes the Institute.

Works collaboratively to achieve required objectives and build relationships with both internal and external stakeholders.

Shows willingness to learn and ensures personal development leads to availability of skills to meet business needs.

Takes initiative to identify and resolve problems.

**ORGANISATIONAL CONTEXT**

**MRIWA Overview**

MRIWA is a Statutory Authority established under the *Minerals Research Institute of Western Australia Act (2013)* to foster and promote minerals research for the benefit of Western Australia.

On 16th May 2012, the previous Minister for Mines and Petroleum announced that a new Western Australian Minerals Research Institute will be established with the allocation of $7.5 million over a period of three years commencing in 2013/2014.

The new Institute, now to be known as the Minerals Research Institute of Western Australia, will build on the achievements of the Minerals and Energy Research Institute of Western Australia, a statutory authority established in 1987.

The State’s objective for the Minerals Research Institute of Western Australian is to stimulate minerals research that will contribute to achieving the advances in science and technology required to meet future challenges of the minerals industry in Western Australia, ensuring its competitiveness and capacity to provide a range of economic and social benefits to the State.

**Operational Context**

The position of Management Support Officer, reporting to the CEO, will work with a high level of autonomy and independence, actively coordinating and facilitating a range of high level administrative/executive and resource management support services, as well as undertaking research project related activities. The position is also required to undertake promotional activities, as well as to monitor accounting and associated reporting requirements, as appropriate

**OTHER JOB-RELATED INFORMATION**

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| --- | --- | --- | --- |
| **Position No:** | MRIWA | **Position Title:** | Management Support Officer |
| **Effective Date:** | 18/07/2016 | **Job Location:** | Mineral House - East Perth |

**Organisational Placement within the Department Structure:-**

**Group:** MRIWA

**Division:** N/A

**Branch:** N/A

**Section:** Administration

**JOB REPORTING RELATIONSHIPS**

**This position reports to:** Chief Executive Officer

**Supervisor Position No:** MER0001 **Classification Level:**  Band 3

**Other positions reporting directly to this supervisor: 3**

|  |  |
| --- | --- |
| Project Manager | Part time |
| Chief Finance Officer | Part time |
| Project Portfolio Manager | Full time |

**Positions reporting to this job:**  0

*The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job*

**CHIEF EXECUTIVE OFFICER**

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Registration date will be the date the CEO (or approved delegate) certifies this document.*

*The official registration stamp initialled by the HR Officer must appear on all pages of the JDF or, for electronic output copies, “Approved Record” and the “Effective Date” must appear in the Header of each page.*