

## JOB DESCRIPTION FORM

### Events Coordinator

Minerals Research Institute of Western Australia

Position number:	MER15009
Classification:	Level 4
Reports to:	Manager Finance and Corporate Services
Direct reports:	Nil
Job Location:	East Perth
Duration:	Permanent – Full Time
Eligibility Requirements:	Permanent Resident/Citizen of Australia

#### ORGANISATIONAL CONTEXT

The Minerals Research Institute of Western Australia (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.

The State's objective for MRIWA is to stimulate minerals research which will benefit Western Australia by contributing to achieving advances in science and technology addressing challenges in the minerals industry. MRIWA does this through its impactful research, collaborative research leadership and knowledge transfer programs.

#### LEADERSHIP EXPECTATIONS

MRIWA believes all our people are leaders and expect and encourage them to demonstrate leadership in their roles. We are committed to building the leadership capability of our people and to support this we have adopted [Leadership Expectations](#).

The leadership context for this position is [Personal Leadership](#).

#### RESPONSIBILITIES OF THE POSITION

The Events Coordinator is responsible for the planning, coordination, and delivery of high-quality events that support MRIWA's purpose. This role ensures professional, well-managed events that engage industry, researchers, government partners, and other stakeholders.

As a member of a small highly integrated team, working under supervision with a strong focus on initiative and efficiency, the Events Coordinator is responsible for:

- Managing all aspects in the planning and delivery of the annual events calendar and functions to support MRIWA's organisational goals.
- Reporting on events including financial information; attendees experience; and lessons learned and recommendations for improvements.
- Establishing and maintaining productive relationships with key stakeholders (internally and externally) to deliver events, liaises with third party suppliers of goods and services relevant to the role and identifies and manages sponsorship opportunities.
- Maintaining accurate records and stakeholder contact and subscription database.
- Contributing to the development and delivery of corporate communications promotions including the preparation of material for external and internal audiences. Operating within MRIWA's Act; workplace health and safety requirements, Research Priority Plan; Strategic Plan; policies and procedures and relevant financial, administrative and project portfolio systems.
- Attending and supporting nominated after hours events and work related functions as required.

## WORK RELATED REQUIREMENTS (SELECTION CRITERIA)

The selection process assesses applications against the following role specific requirements and expected behaviours of the position. The process also considers the needs of the agency and availability of suitable applicants.

### Role specific requirements

Within the context of the responsibilities of the position:

- Demonstrated experience in one or more of the following: corporate communications, event management or equivalent.
- Demonstrated understanding of project management principles and methodologies enabling completion of multiple tasks simultaneously, in a manner that is self-directed, to achieve desired outcomes within time-frames and budget.
- Highly developed communication skills and stakeholder engagement, including negotiation, facilitation and ability to write fluently and persuasively in a range of styles and formats.
- Administration support skills utilising Microsoft office suite, event management platforms and proficiency in using design software programs, digital marketing tools, content management systems, and video and application management.

#### *Desirable*

- A relevant Bachelor's degree or certificate qualification in Event Management, Communications or a related field.

### Expected behaviours

<b>Lead collectively</b>	<ul style="list-style-type: none"><li>• You understand MRIWA's objectives and can express how your work relates and contributes to achieve operational excellence for the agency.</li><li>• You identify opportunities for improvements in your team.</li></ul>
<b>Think through complexity</b>	<ul style="list-style-type: none"><li>• You think critically and strategically to solve problems and enhance effectiveness.</li></ul>
<b>Dynamically sense the environment</b>	<ul style="list-style-type: none"><li>• You understand MRIWA's priorities and work environment and adapt your approach to support the team.</li></ul>
<b>Deliver on high leverage areas</b>	<ul style="list-style-type: none"><li>• You plan and schedule your tasks, managing competing priorities with guidance if necessary, to ensure you complete your work to a high standard.</li></ul>
<b>Build capability</b>	<ul style="list-style-type: none"><li>• You actively engage in processes and activities that grow the team's capability and effectiveness.</li></ul>
<b>Embody the spirit of public service</b>	<ul style="list-style-type: none"><li>• You show a commitment to integrity, identify opportunities for continuous improvement and encourage others to do the same.</li></ul>
<b>Lead adaptively</b>	<ul style="list-style-type: none"><li>• You are continually learning and adjusting your approach to be effective in the changing work environment.</li></ul>

### Pre-employment requirements

Appointment subject to:

- 100-point identification check.
- Provision of a current National Police Clearance prior to commencement.
- Confirmation no conflicts of interest apply

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

#### ENDORSED

Date: 07/04/2026

By: CEO