

JOB DESCRIPTION FORM

Research Portfolio Manager

Minerals Research Institute of Western Australia

Position number:	MER15004
Classification:	Level 8
Reports to:	Chief Executive Officer
Direct reports:	Nil
Job Location:	East Perth
Duration:	12 months Fixed Term Contract – Full Time
Eligibility Requirements:	Permanent Resident/Citizen of Australia

ORGANISATIONAL CONTEXT

Minerals Research Institute of Western Australian (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.

To achieve this objective and to meet its obligations to the State for effective and efficient use of public funds, it is essential MRIWA has a strong capability to:

- Identify and develop new opportunities for minerals research investments;
- Manage a portfolio of research projects;
- Promote and communicate minerals research outcomes to encourage uptake and improve awareness and reputation of the organisation;
- Champion and provide higher education opportunities;
- Develop new forms of commercial relationships between MRIWA and third parties.

PURPOSE OF POSITION

As a member of a small highly integrated team, working with a high level of autonomy, independence and a strong focus on initiative and efficiency, the Research Portfolio Manager, will broadly be required to:

- Develop a wide and effective network with industry, research institutions and professional associations in relevant fields;
- Understand and synthesise the research requirements of stakeholders;
- Manage research projects from inception to completion, including negotiating contracts, monitoring delivery against key milestones and coordination of sponsors;
- Communicate minerals research findings to broad audiences via multiple mediums including social media;
- Lead the Education Program to develop a pipeline of talent;
- Operate within the MRIWA's Act; Research Priority Plan; Strategic Plan; and relevant financial, administrative and project portfolio systems; and
- Establish and maintain productive relationships with other members of the MRIWA team and the broader community of people who work closely with MRIWA.

ROLE SPECIFIC RESPONSIBILITIES

The following outlines the duties, responsibilities and key result areas related to this job.

1. Knowledge Transfer

- Identify opportunities to promote research outcomes to broad audiences and prepare material for delivery through a variety of platforms including social media, reports, presentations and promotional material.
- Identify, write and edit science related communications materials including news releases, fact sheets, newsletter articles, web content, social media stories (such as LinkedIn, twitter and Facebook), talking points, brochures and displays.
- Promote the MRIWA objectives, capabilities and achievements to relevant stakeholders in WA, nationally and internationally.

2. Impactful Research

- Identify opportunities for MRIWA investment in minerals research (and related activities) throughout the minerals innovation system.
- Support project proponents to prepare Applications to MRIWA for research grants, or for related activities.
- Identify parties who may be interested in being co-investors in a minerals research project (or related activity) that is under consideration.
- Manage the MRIWA review and approval process for submitted Applications for research grants.
- Lead the negotiation of the Conditions of Grant for approved MRIWA research projects, and related initiatives and any subsequent changes to research project scope, as necessary, with project parties and MRIWA.
- Schedule and manage progress reviews for the parties to MRIWA research projects in accordance with the requirements of the project Conditions of Grant.
- Manage the Scholarships program and identify and progress opportunities to build a broader Education Program.
- Scope and develop minerals research project opportunities in accordance with direction provided by the MRIWA Board.

3. Collaborative Research Leadership

- Promote opportunities for effective collaboration between government, industry and research parties to further the MRIWA objectives.
- Build and maintain productive relationships with representatives of industry, research and government in areas relevant to the MRIWA objectives, particularly in regards to funding for mineral research projects.
- Contribute to developing and maintaining a comprehensive 'opportunities pipeline' for MRIWA.

4. Governance

- Manage the financial and oversight administration to ensure comprehensive and accurate financial and activity records are prepared and maintained for all MRIWA research projects, in accordance with the Conditions of Grant, the MRIWA Records Management Plan, Project Management Manual and the Financial Management Manual.
- Provide secretarial support for the MRIWA Advisory Committees.
- Identify and implement improvements to internal MRIWA systems, work practices and strategies and communicate these effectively to stakeholders.

5. Additional Duties

- Perform other duties as directed.

JOB REQUIREMENTS AND CAPABILITIES

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

1. Qualifications

- A relevant Bachelor degree or higher.

2. Experience

- Extensive high level and complex project management and analysis experience, developing opportunities for research initiatives and for devising solutions to challenges arising in established projects.
- An understanding of financial and contracts management within a statutory authority would be advantageous.

3. Industry Knowledge

- A background in operations or research relevant to the minerals industry.

4. Results

- High level problem solving skills, including the ability to anticipate, identify and manage risks, undertake objective and critical analysis to develop appropriate evidenced-based solutions and deliver outcomes aligned to the MRIWA strategic plan.
- Demonstrated skills in the management of multiple and diverse clients and stakeholders, including the ability to take accountability for own work, deal with incomplete information, ambiguity, urgency and complexity when developing appropriate responses and strategies.

5. Communication and Negotiation

- Highly developed interpersonal skills including experience with negotiation and representation, and proven ability to establish and maintain strong and productive relationships and networks to achieve outcomes working collaboratively with a broad range of stakeholders
- Demonstrated ability to communicate utilising social media to deliver complex messages and engage with broad audiences.

6. Stakeholder Management

- Builds and sustains relationships with a network of key people internally and externally.
- Recognises shared agendas and works towards mutually beneficial outcomes.
- Identifies risks and assists in developing strategies or systematic approaches to influence stakeholders.

7. Integrity

- No material personal interests which will, or may be perceived to, diminish their capability to demonstrate high standards and practice of ethical conduct and behaviour and comply with the MRIWA Code of Conduct, relevant legislation and the WA Public Sector Commissioner.
- Provision of a current National Police Clearance prior to commencement of employment.

8. Other

- Current Western Australian Drivers Licence.

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

ENDORSED

Date: 24 April 2019

By: CEO