

## JOB DESCRIPTION FORM

### Communications and Projects Officer Minerals Research Institute of Western Australia

Position number:	MER15007
Classification:	Level 5
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 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 under supervision with a strong focus on initiative and efficiency, the Communications and Projects Officer will broadly be required to:

- Develop and deliver corporate communications strategies including the preparation of material for external and internal audiences
- Manage projects, components of complex projects and events to implement MRIWA's Communication Plan
- Undertake research and analysis of strategic issues to deliver outcomes contributing to building MRIWA into a high-performance innovative organisation;
- 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

- Plans, prepares and edits clear and concise communication materials (verbal, written and online) including preparing draft letters, Board papers, Ministerial briefings and correspondence, submissions and reports, annual report, speeches, newsletters, website and digital content, ensuring the material is appropriately targeted to the audience and consistent with MRIWA brand.
- Undertakes internal and external event management tasks in collaboration with appropriate stakeholders, including preparation of project, risk and operational event plans, organising invites, venue booking, equipment, catering, calls for papers, exhibitor and sponsorship prospectus, conference brochures, scientific programs and minutes of meetings if required
- Represents MRIWA in discussions with industry representatives, government agencies, community and other stakeholders.
- Distributes information and resources, including collation and presentation of information to MRIWA team.

### 2. Impactful Research

- Conducts research and analysis of issues to identify trends, determine project options and feasibility.
- Analyses and reviews processes and defines requirements for systems.
- Participates in the development and delivery of specified programs.

### 3. Collaborative Research Leadership

- Consults and builds productive relationships across government, with industry, and other internal and external stakeholders to gather information for use in the development of initiatives.
- Collaborates with stakeholders to periodically review strategy, plans and key messages to ensure effectiveness and efficiency of activities.
- Develops and maintain an electronic stakeholder contact and subscription database
- Identifies, develops and manages sponsorship opportunities for events

### 4. Governance

- Develops and implements marketing and communication strategies as required
- Establishes and monitors milestones and performance indicators for marketing and communication strategies, reports on progress, undertakes detailed analysis across all platforms, evaluates event outcomes and makes recommendations for future improvements.
- Coordinates the creation, editorial planning, content development, layout and production of internal and external communications material to ensure content is current, relevant and that associated links are active.
- Participates in the broader business planning and continuous improvement activities of the organisation.
- Liaise with third party suppliers of goods and services relevant to role.
- Undertakes project management and demonstrates success in delivering on projects objectives, across a number of concurrent projects.

### 5. Additional Duties

- Attend and support nominated after hours events and work related functions as required
- 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.

### 2. Experience

- Demonstrated experience in one or more of the following: corporate communications, digital media, event coordination or equivalent
- Excellent administration support skills utilising Microsoft office suite and proficiency in using design software programs, digital marketing tools, content management systems, and video and application management
- Demonstrated ability to think strategically and conceptually
- 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.

### 3. Industry Knowledge

- Familiarity with mining sector preferred.

### 4. Results

- Strong planning and organisational skills including ability to set goals and timeframes, manage competing priorities while taking responsibility for task completion across several concurrent projects.
- Delivers in a changing environment and demonstrates good judgement and sound analytical and research skills

### 5. Communication and Negotiation

- Highly developed communication skills including negotiation and facilitation and ability to write fluently and persuasively in a range of styles and formats.
- Deals effectively and professionally with contacts and team members, consults and shares information, seeks input from others and ensures others are kept informed.

### 6. Stakeholder Management

- Understands the need for stakeholder engagement and can develop and maintain effective relationships
- Uses networks and contacts in industry, organisations and government agencies to obtain broad support for project development and delivery.

### 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.

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

### ENDORSED

Date: 28 June 2021

By: CEO