

JOB DESCRIPTION FORM

Research Portfolio Manager Minerals Research Institute of Western Australia

Position number:	Generic
Classification:	Level 8
Reports to:	Director Research Strategy
Direct reports:	Subject to work area and may include one or more Principal Project Officers or other personnel. Role specific direct reports are outlined in attachment 1 and are subject to change.
Job Location:	East Perth
Eligibility Requirements:	Permanent Resident/Citizen of Australia Full time

ROLE

As a member of a small highly integrated team, with a strong focus on initiative and efficiency, the Research Portfolio Manager is responsible for establishing and coordinating a portfolio of projects to deliver on the objectives of the work area. They will work collaboratively with other government departments and agencies, both state and federal, the private sector and research entities to lead the development and implementation of the plans for the work area they are responsible for.

RESPONSIBILITIES

Leadership and advice

- Investigates, researches and maintains a current knowledge of resources sector and research capability at a state and national level,
- Considers the ramifications of a wide range of issues relevant the work area, anticipates priorities and develops long-term plans for these.
- Engages others in the strategic direction of the work area, allocates resources in a way that delivers results, encourages their contribution and communicates expected outcomes.
- Provides high level advice to the CEO, MRIWA Board, Minister/s and other key stakeholders on the work area, including research matters and opportunities.
- Builds trust and develops a high-performance team, by providing strategic advice, support, coaching/mentoring and opportunities for professional development.

Relationship and stakeholder management

- Develops a wide and effective network with industry, government, research institutions and professional associations in relevant fields to understand and synthesise research and innovation issues, policies, programs and practices and leads the development of response strategies.
- Communicates complex information in a clear, articulate and compelling manner to engage, inform and influence internal and external stakeholders.

Project Management

- Initiates and develops project concepts, scopes of work, business cases and costings.
- Manages a range of research projects and programs funded and/or delivered by MRIWA and supports those in their work area with the delivery of complex projects.

Other

- Operates within the MRIWA's Act, Research Priority Plan, Strategic Plan, and relevant financial, administrative and project portfolio systems; and
- Demonstrates the expected behaviours of the context for this role.
- Undertakes other duties as required.

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 [Leading Others](#).

SELECTION CRITERIA

Experience	You have demonstrated skills and experience in: <ul style="list-style-type: none">• Highly developed interpersonal skills including experience management of multiple and diverse clients and stakeholders, 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.• The management of multiple complex projects, including the ability to thinking strategically, take accountability for own work and those of others, deal with incomplete information, ambiguity, urgency and complexity when developing appropriate responses and strategies.• 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.
Lead collectively	You seek to build and maintain effective working relationships with others and are mindful of the partnerships that support your efforts to deliver value for your team and work area. You continuously seek to foster a collaborative and positive work environment and understand and align your work with other work areas to support delivery of the agency's long term strategy and expected outcomes.
Think through complexity	You draw on information from an array of sources, applying your judgement and technical expertise to identify what is relevant and important. You are confident in making decisions, seeking guidance from other as necessary.
Dynamically sense the environment	You actively listen and seek to understand the root cause of problems by investigating multiple sources of information and continually clarify objectives to clearly convey expectations and provide feedback and guidance where necessary.
Deliver on high leverage areas	You identify and understand competing priorities and obstacles early and adjust as appropriate, monitoring implementation and completion of tasks within the work area.
Build capability	You embrace a diverse team, drawing on the unique strengths of each member and contribute to their development, while focusing on improvements in processes and activities in your work area.
Embody the spirit of public service	You lead by example, promoting and role modelling behaviors and respect for others in all aspects of your work, thereby protecting your reputation and that of MRIWA and the public sector.
Lead adaptively	You embrace change and lead others through changes with strength and understanding enable team member growth and support those challenged by change.
Qualifications	Tertiary qualifications in a relevant discipline such as business management, public sector management, mining engineering, mineral processing or similar.
Pre-employment requirements	Appointment subject to: <ul style="list-style-type: none">• 100-point identification check.• Provision of a current National Police Clearance prior to commencement. Confirmation no conflicts of interests statements apply

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

ENDORSED

Date: 17 October 2024

By: CEO

Attachment 1 – Role specific direct reports

As at 17 October 2024

Research Portfolio Manager	MER15008	MER15002	MER15001
Principal Project Officer	MER15012	MER15010	MER15011