



Position Description
Project Officer (Australia)
Mining for Sustainable Development

Employment type: Fixed term full-time contract (subject to successful probation), parental leave backfill

Duration: Until 31 March 2020

Reports to: National Project Coordinator, Transparency International Australia

Line reports: National Project Coordinator, Transparency International Australia

Remuneration Package: AUD 80,000 p.a., including super

Location: Melbourne, Australia

Overview

Transparency International Australia (TI Australia) is the Australian chapter of the world's leading non-governmental anti-corruption movement. The full-time **Project Officer (Australia)** will support the delivery of the Australia-focussed national project in **Phase II** of the global '**Mining for Sustainable Development**' programme. This global programme seeks to achieve real change by combatting corruption in the mining sector and building the capacity of TI Australia as a Centre of Expertise on anti-corruption in mining.

The role requires a highly skilled professional with demonstrated experience supporting project planning, implementation and management. You will have outstanding communication skills and demonstrated experience in multi-stakeholder engagement including with government, industry and civil society. You will also have excellent research skills, the ability to collate best practice guidance material and an understanding of the mining sector.

Organisational Context

Transparency International (TI) is a global movement, composed of more than 100 national chapters worldwide and an International Secretariat in Berlin, Germany. We are united by our shared vision: a world in which government, business, civil society and the daily lives of people are free of corruption. For more than 20 years, TI has played a leading global role in combatting corruption, which is widely recognised to be a serious impediment to economic development and a destabilising social force.

TI Australia has operated as an accredited TI national chapter since 1995, focussing on ways in which Government and Australian-based companies and institutions can address corruption issues both in Australia and abroad.

Led by TI Australia with the support of the TI Secretariat, the **‘Mining for Sustainable Development’ programme (M4SD)** seeks to enhance the contribution of mining to sustainable economic and human development through a focus on improved transparency and accountability in the award of mining-related permits, licences and contracts across a range of national jurisdictions. The programme’s ‘bottom up’ approach ensures that change happens at the level where decisions about mining approvals are made - in jurisdictions around the world, including in Australia.

Phase I of the programme has been successfully completed. During Phase I, participating TI chapters (including Australia) **identified and assessed** corruption vulnerabilities in the mining approvals processes in their countries and began building multi-stakeholder networks. Phase II focuses on **addressing** those vulnerabilities at a national, regional and global level through multi-stakeholder engagement, advocacy and policy initiatives.

The Role

The **Project Officer (Australia)** will assist the National Project Coordinator (Australia) to manage the Australian component of the ‘Mining for Sustainable Development’ programme. You will assist with multi-stakeholder efforts to improve specific aspects of the mining awards process design and practice in Queensland and Western Australia, particularly in relation to due diligence, the prevention of policy and state capture, state agreements, and improved verification of social and environmental impact assessments. This is a unique and exciting opportunity to contribute to a national initiative designed to generate tangible and lasting change in the fight against corruption; while directly contributing to TI Australia’s strategic development and national leadership.

The **Project Officer (Australia)** will report to the National Project Coordinator (Australia) and will also work with the M4SD team in Australia, and other programme staff regionally and internationally, as required.

Key Duties

The Project Officer (Australia) will be expected to:

- independently carry out logistical, administrative and financial elements of project activities;
- organise and be responsible for the implementation of multi-stakeholder roundtable meetings in Qld and WA;
- facilitate and assist with multi-stakeholder engagement including with government, industry and civil society in Qld and WA;
- assist with budget management and draft financial and narrative reports;
- assist with research, writing, publication and dissemination of factsheets, briefing papers and best practice guidance material;
- collect Monitoring, Evaluation and Learning (MEL) information and assist with MEL reporting;
- draft project risk assessments and assist with risk mitigation planning;
- draft content and communicate project information through the TIA website, newsletters and social media platforms; and
- use and maintain project databases, including recording and updating stakeholder details and engagement information.

Key Competencies

To be successful in this role the Project Officer (Australia) will have:

- relevant professional qualifications in Business, International Development, Corporate Social Responsibility, Law, Engineering, Science, or another relevant field;
- 5 years of experience working in a relevant role in the public, private or not-for-profit sectors;
- demonstrated experience engaging with diverse stakeholders including government, industry and civil society on complex and politically sensitive issues;
- proven experience in successfully implementing multistakeholder activities and forums;
- proven experience in project implementation, finances and budgets, monitoring and evaluation and reporting;
- outstanding oral and written communication skills with excellent interpersonal and negotiation skills and the ability to present complex issues effectively to a wide range of stakeholders;
- the ability to use various media platforms to communicate project information;
- excellent research skills and the capacity to contribute to the drafting of factsheets, briefing papers and best practice guidance material; and
- demonstrated knowledge of or experience in the mining sector.

Personal characteristics

The Project Officer (Australia) will demonstrate the following qualities:

- able to work collaboratively and flexibly with diverse stakeholders;
- a results-driven self-starter who can work in a small team and fast paced environment;
- pays attention to detail, accuracy and the timely completion of all tasks;
- high level of personal maturity, self-awareness, self-management, and integrity;
- energy, drive, resilience and focus, and the capacity to flourish when responding to complex and competing demands;
- demonstrated ability to develop creative solutions to complex problems; and
- passionately committed to transparency and anti-corruption and motivated by the challenge and opportunity of making a positive difference by combatting corruption both in Australia and around the world.

For more information on the work of Transparency International and the Mining for Sustainable Development programme, please visit:

www.transparency.org.au and www.transparency.org