



Position Description:
Project Coordinator - Business Integrity
Accountable Mining Programme

Employment Type: Part time, 0.8 FTE, Fixed term contract

Duration: 3 years

Reports to: Programme Manager-Business Integrity Accountable Mining Programme, Transparency International Australia

Line reports: N/A

Remuneration Package: 1.0 FTE salary \$91,324 per annum plus statutory superannuation, \$73,059 per annum pro rata for 0.8 FTE plus statutory superannuation

Location: Melbourne, Australia

This position is only open to individuals based in Melbourne with Australian working rights.

Overview

Transparency International Australia (TI Australia), the Australian chapter of the world's leading non-governmental anti-corruption movement, has led the [Accountable Mining Programme](#) for the global Transparency International movement since 2016. This programme seeks to achieve real change in combatting corruption in the mining sector.

Business integrity is one of the five interconnected workstreams in the Programme's 2022-2026 strategy. As part of this workstream, the Project Coordinator will primarily be working in the implementation of a new project, **Raising Company Standards and Ambition on Business Integrity in the Mining Sector**.

The Project builds on over five years of work to build a shared vision for change through multi-stakeholder engagement and efforts to support action in the public and private sectors. This Project amplifies and deepens the Programme's efforts to drive change in the private sector and will utilise the Programme's key assets: its tools, publications and relationships with key industry groups and companies.

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, focusing on ways in which Government and Australian-based companies and institutions can address corruption issues both in

Australia and abroad. TI Australia is currently undergoing a period of transition, and this is an opportunity time to help shape the organisation.

As Transparency International's Centre of Expertise on mining, TI Australia leads the **Accountable Mining Programme**. During Phase I (2016-2017), TI Australia supported participating TI Chapters to identify and assess corruption vulnerabilities in the mining approvals processes in their countries and begin building multi-stakeholder networks. Phase II (2018-2021) focused on addressing those vulnerabilities at a national, regional and global level through multi-stakeholder engagement, advocacy and policy initiatives. During that Phase, TI Australia developed a [range of business integrity tools](#) and collaborative partnerships with a range of mining associations and initiatives. The Programme has established relationships with mining companies of different sizes.

The Programme is looking to implement its five-pronged strategy for 2022-2026 of which business integrity and this project is one workstream.

The Role

The **Project Coordinator, Business Integrity Accountable Mining Programme** will primarily coordinate the implementation of the project **Raising Company Standards and Ambition on Business Integrity in the Mining Sector**. This position will also support the Programme Manager-Business Integrity Accountable Mining Programme in efforts to advance other workstreams within the Accountable Mining Programme.

The objective of this Project is to raise business integrity standards across the global mining industry and systematically drive improvements to company practices and engagement with governments, host communities and civil society in relation to new projects, expansions and investment in existing projects. The project is funded by the Anglo American Foundation. Funding is secured for three years with the potential for an additional two years, subject to review.

The Project's short-term objective is for target mining companies of different sizes to have increased awareness of the importance of business integrity and its relevance for responsible business and ESG performance. To promote longer-term results, the Project aims to drive lasting change in company practices through sustained improvements to business integrity policies, procedures and practices, and by supporting collective leadership by selected participating companies. Through these efforts, the Project will contribute to transparent and ethical conduct becoming a norm and expectation in the industry and integral to any company that seeks to be a 'miner of choice'.

This is a unique and exciting opportunity to help lead a global initiative designed to generate tangible and lasting change in the fight against corruption while directly contributing to TI Australia's strategic development and global leadership.

Key Duties

Working with the Accountable Mining team in TI Australia, the Project Coordinator will perform the following duties:

- Engage with mining companies and industry associations and initiatives to secure their participation in project activities under the guidance of the Programme Manager;
- Work with the Programme Manager to identify and pursue opportunities to influence corporate ambition and conduct and investor due diligence relating to business integrity including via workshops, events and meetings, both domestically and internationally;
- Support the Programme Manager on the Programme design and the development of strategic research and practical resources, training and workshops and other knowledge products;
- Provide assistance to maintain relationships and collaboration with key Programme partners such as the EITI, NREGI, World Economic Forum, the OECD and others;
- Liaise with and support TI Chapters working on business integrity in mining to engage with companies and drive improvements to company practice at a country level;
- Provide content assistance to the Communications Coordinator on external communications and the development of tools and resources;
- Assist in programme reporting, particularly in connection with the primary donor (Anglo American Foundation) and others (TI Zambia) and with pursuing funding opportunities for other Accountable Mining Workstreams.

Key Competencies

To be successful in this role, the Project Coordinator will have:

- An **advanced university degree or professional qualifications** in a relevant field e.g. law, business or social sciences
- **3+ years of experience in working in a policy, knowledge or program delivery role** in a relevant area such as corporate accountability and responsible business conduct (familiarity with anti-corruption and business integrity an advantage)
- Experience working in **the natural resource sector** (with mining sector experience a distinct advantage)
- Experience in **engaging stakeholders from the private sector** with experience with mining companies and industry associations and initiatives (nationally or internationally) a distinct advantage;
- A proven ability to **communicate effectively** in presentations, external meetings and accessible and succinct written communications
- **Written and spoken fluency in English** is essential (Mandarin/French an advantage)
- **Experience** working on multi-country research projects and initiatives will be highly regarded;
- Experience in project **monitoring and evaluation** is desirable
- Experience **writing grant proposals** is desirable

Personal characteristics

The Project Coordinator will demonstrate the following qualities:

- Passionately committed to transparency, integrity and anti-corruption

- Able to manage competing priorities and meet deadlines
- Strategic, results-driven and proactive in identifying and pursuing opportunities to foster corporate accountability
- Motivated to develop and support collaborative relationships to achieve common goals
- At ease working with people in different countries and with different cultural backgrounds and languages
- Motivated by the challenge and the opportunity to make a positive difference by combatting corruption both in Australia and around the world

How to apply

The successful candidate would ideally start on June 1st 2022. **The position is based in Melbourne, Australia.** Hybrid working arrangements are available. The position may require interstate or international travel.

To apply for this job, please send your CV and a cover letter with a statement outlining your experience in relation to the key duties of the role and addressing the key competencies by **11:59pm Monday 9 May 2022 (AEDT)** to mining@transparency.org using the subject line: **Project Coordinator, Business Integrity, Accountable Mining Programme– Transparency International Australia.**

For any queries, please contact Dr Ana Estefania Carballo at ana.carballo@transparency.org.au.

TI Australia is an equal opportunity employer.

For more information on the work of the Transparency International Accountable Mining Programme and TI Australia please visit: www.transparency.org.au and www.transparency.org.au/global-mining