



Mining  
Remediation  
Authority

Technical Project Manager - Innovation By-Products and Service Delivery

**Job Title:** Technical Project Manager  
**Department:** Innovation, By-Product and Services Delivery  
**Reports to:** Principal Manager – Mine Heat and By-Products  
**Direct Reports:** none

## Main purpose of the job

- **To lead** the identification, implementation and delivery of Innovation related projects, such as use of low carbon mine water heat, mine water re-use, by-products and other services
- **To provide** technical support and guidance to enable innovation of products and services, to provide value creation
- **To champion** innovation, products, services and excellent project management across Mining Remediation Authority
- **To manage** projects in line with the agreed processes and best practice
- **To collaborate** internally and externally to build strong partnerships and deliver projects

## Responsibilities

- To be a technical advisor for Innovation, By-product and Service Delivery (IBSD), working with internal and external stakeholders to identify, innovate and deliver projects that extract value from our by-products
- To analyse and interpret scientific data available from internal and external sources to identify patterns or trends that encourage opportunities for innovation
- To assess internal and external opportunities, projects and partnerships and provide recommendations to the business to support our Business Plan and Framework objectives
- To produce technical reports, briefing papers and business cases and to carry out critical review of reports produced by others
- To mobilise, manage and lead projects, as assigned, through project and programme management, reporting and risk management
- To apply best practice Project Management principles, tools and techniques such as Lifecycle Management, Stage Reviews and writing Business Cases

- Undertake on-site sampling, monitoring and supervision at relevant sites, such as mine water treatment and ochre processing facilities/customer sites
- Stakeholder engagement, including internal and external partners
- To champion projects assigned to you and communicate regarding them at all levels
- To produce regular Highlight Reports and ad hoc management status reports
- To innovate and improve project management methods
- To seek to deliver or exceed the aims of innovation projects, identifying opportunities and delivering additional benefits where possible
- Ensuring the embedding of innovation within the Authority and supply chain including the successful adoption of innovation projects into business as usual
- To identify and promote commercial opportunities as part of the innovation process or from opportunities with external parties
- To protect the intellectual property of the Authority and any third parties protected under agreements

## General

- To act in accordance with the behaviours and values of the organisation
- To manage your own performance to be accountable for meeting individual, team and corporate objectives
- To act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds
- To actively demonstrate Mining Remediation Authority's customer service standards expected of your role
- To comply with and contribute to the improvement of operational and team processes and procedures
- To assist with the preparation and execution of the team's objectives, budgets and financial records
- To identify opportunities and implement change leading to team development, system improvement and good value for money

- To maintain and develop positive stakeholder relationships in order to promote the Authority and assist it to meet its objectives
- To support research and development projects
- To ensure that the Authority's statutory responsibilities are effectively discharged
- To carry out any further reasonable requests from your line manager

## Competencies

## Level

<b><i>Seeing the bigger picture</i></b> - has an in-depth understanding and knowledge of how the role fits with and supports Mining Remediation Authority's business priorities	<b>4</b>
<b><i>Changing and improving</i></b> - responsive, innovative and seek out opportunities for continuous improvement	<b>5</b>
<b><i>Making effective decisions</i></b> - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner	<b>5</b>
<b><i>Leading and communicating</i></b> - leads from the front and communicates with clarity, conviction and enthusiasm	<b>4</b>
<b><i>Collaborating and partnering</i></b> - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside Mining Remediation Authority, to achieve results	<b>5</b>
<b><i>Building capability for all</i></b> - has a strong focus on continuous learning for self, others and the organisation	<b>4</b>
<b><i>Achieving commercial outcomes</i></b> - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth	<b>5</b>
<b><i>Delivering good value for money</i></b> - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment	<b>4</b>
<b><i>Managing a quality service</i></b> - plans, organises and manages their time and activities to deliver a high-quality customer experience	<b>4</b>
<b><i>Delivering at pace</i></b> - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes	<b>5</b>

## Person specification

<p><b>Job Title:</b> Project Manager - Innovation By-Products and Service Delivery</p> <p><b>Department:</b> Innovation, By-Product and Services Delivery</p>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>	<p>Educated to Degree level <i>or with equivalent experience</i></p> <p>Desire to continue to learn and develop professionally</p>	<p>Postgraduate qualification in science related subject</p> <p>Project Management qualification or willingness to work towards this (APM, PRINCE2, etc.) <i>or equivalent Lifecycle process experience</i></p> <p>Member / Chartered member of an appropriate professional body</p> <p>Site Management Safety Training Scheme (SMSTS)</p>
<b>Experience and Knowledge</b>	<p>Proven ability to innovate or support delivery of innovative solutions</p> <p>Experience in application of commercial concepts</p>	<p>Experience of the water industry, energy sector, mining or environmental / land remediation consultancy</p> <p>Assessing physical, chemical or material science data and processes</p>

	<p>Experience delivering projects with medium to high complexity</p> <p>Working as a technical advisor for science-based project/programme</p> <p>Analysing/scrutinising data results and summarising the key trends and outcomes</p> <p>Ability to conceptualise technical problems and design/scope appropriate technical studies and solutions</p> <p>Supervision and management of contractors and consultants to deliver technical work.</p> <p>+5 years applied experience in an innovation, development or consultancy role</p>	<p>Experience delivering a variety of projects</p> <p>Some experience of site monitoring, testing or sampling</p> <p>Some knowledge of best practice procurement</p> <p>Experience working with research establishments/universities</p>
<b>Skills and Abilities</b>	<p>Able to manage programmes/projects</p> <p>Able to engage and communicate effectively with project and non-project people at every level.</p> <p>Analytical and reporting skills</p> <p>Clear and concise presentation skills</p> <p>Methodical and organised</p>	<p>Able to lead programmes/projects</p> <p>Proven understanding of Project, Programme and Portfolio Management principles, tools and techniques.</p> <p>Able to facilitate and produce project schedules</p> <p>Able to facilitate workshops</p>

	Skilled using MS Office and other software to support project management	Some experience using MS Project or MS Project Web App (PWA)
<b>Other</b>	<p>Full UK valid driving licence.</p> <p>An ability to travel throughout the UK (England, Scotland and Wales), with the occasional night/s away from home. Work from areas near or on the Coalfield (ex Kent, SE England)</p>	Within easy commuting distance of Mansfield office is useful though not essential

