

POSITION POSTING: IMII Innovation Coordinator (full-time, permanent)

IMII is an industry-led non-profit consortium that advances innovation for the Saskatchewan mining and minerals sector. We build collaborative innovation capacity by facilitating innovative education, training, research and development projects and programs.

IMII funds a variety of projects through its innovation (research, development, and demonstration (RD&D)) and workforce development (education and training (E&T)) programs. We are looking for a team member to develop, organize and plan innovation-focused initiatives, events and projects. The ideal candidate will have experience in the mining sector and have an eye for where innovative solutions can have a meaningful impact for industry. In this position, you will work with IMII members to develop and steward the strategic direction of IMII's RD&D activities. You will be responsible for working with IMII members and external interested parties on the development of project plans, timelines, and budgets, as well as coordinating with internal and external interested parties to ensure successful project delivery. Your experience managing and executing small to medium-sized innovation related projects will set you up for success in this role.

Key Responsibilities:**Strategy, Engagement & Events:**

- Lead the implementation of IMII's innovation strategy including initiatives to drive activities in IMII's strategic innovation focus areas.
- Coordinate IMII's Innovation (R&D) industry panel activities, including preparing reports and assisting with chairing panel and subcommittee meetings.
- Perform technical writing to communicate innovation initiatives and project activities to internal and external audiences.
- Assist with tracking of key performance indicators pertaining to IMII's innovation-focused activities.
- Steward follow-on support and activities tied to past IMII-funded initiatives.
- Develop and maintain strong relationships with internal and external interested parties to promote a positive image of the IMII, its members and project partners.
- Working with other IMII staff members to coordinate innovation related events including IMII's annual DEMOday and IDEATE events and additional innovation focused events.
- Leading the development of technical content for IMII's Innovation-focused events, including coordinating external speakers as required.
- Collaborating with other IMII staff members to develop technical training content on mining and innovation related topics.
- Collaborating with IMII's partners to profile IMII's innovation-focused content at partner events.
- Contribute to developing IMII best practices for project management processes and tools.

Project Management:

IMII executes internally led programs and initiatives and provides project management oversight to IMII-funded projects which are executed by external solutions providers and/or academic institutions. As the Innovation Coordinator your project management responsibilities would include leading internal innovation programs and initiatives, and overseeing externally executed projects. Project management oversight for externally executed projects would include:

- Serving as the primary point of contact for innovation project-related inquiries, managing expectations and ensuring timely responses.
- Contributing to the development and reviews of project proposals (e.g., reviewing new proposals and/or assisting applicants with proposal development, developing new projects or programs ideas including preparation of requests for proposals).
- Creating and maintaining comprehensive project documentation, including but not limited to project plans, status reports, meeting minutes, and change logs.
- Understanding the objectives and goals of each project, monitor project progress and timelines, flagging potential issues and risks.
- Liaising with the project team and IMII members as required.
- Helping guide the successful completion and close out of projects, including delivering an assessment of the overall project.

Required Skills and Qualifications

- Seven or more of years experience including:
 - Industrial sector work environments, including mining sector experience,
 - Applied research or technology development, product development or new technology adoption experience.
- Post-secondary education in technical undergraduate program (engineering, geology or mining related science program preferred), and/or technical trade training with commensurate industry experience.
- Comfort and/or strengths in one or more of the following areas: underground mining, mineral processing, mining exploration, digital systems, automation, technology development, etc.
- Strong project management, organizational and time management skills. Project management training such as that required to obtain a PMP designation would be an asset.
- Experience running meetings, coordinating events.
- Strong relationship building and people skills, comfortable working in a collaborative environment.
- Experience working with or as part of the Indigenous community is an asset.
- Strong written and verbal communication skills
- Proficient in Microsoft Office, with aptitude to learn new software and system.

**Work Hours & Benefits**

This is a full-time permanent role, with the candidate preferably located in Saskatoon. Work is expected to be primarily in-person at IMII's offices. A benefits program will be provided. Salary will be commensurate with experience.

We thank everyone that applies but only those selected for an interview will be contacted.

To Apply: Please forward your resume and cover letter to:

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201 – 112 Research Drive Saskatoon, SK

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Email: admin@imii.ca

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