



Job Description Form (JDF)

Position details

Position title: Trade Officer
Position number: 70190079
Classification: Level 4
Physical location: Bunbury
Award: PSA 1992
Agreement: PSGOCSAGA 2017
Pillar: Industry and Economic Development
Directorate: Agribusiness Food and Trade
Branch: Primary Industry Trade

Reporting relationships

Reports to: TBD
This position
Direct reports: Nil

Role summary

Undertakes trade development and market access coordination projects. Liaises with industry and government stakeholders to support the delivery of successful trade and business outcomes for primary industries. Provides logistics and high level administration support to drive coordinated program delivery across southern region of Western Australia.

About us

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long term impact
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly
- We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

- Provides logistics and high level administrative support to drive coordination of trade development and market access services across three Regional Development Commissions (South West, Greater Southern and Goldfields-Esperance) in line with primary industries priorities.
- Contributes to the development of new and existing export opportunities in WA primary industry traded sector, including market research intelligence, market opportunity identification, facilitating international market opportunities and trade development projects across the Department, the private sector, nationally and internationally and within Government.
- Liaises with key industry participants, and internal and external stakeholders on WA trade market access and development priorities.
- Undertakes and/or co-ordinates research, collation, analysis and evaluation of issues, policies, practices, and/or procedures to identify relevant factors and provide recommendations for further consideration or action.
- Coordinates and supports database and online resource materials to facilitate trade and market activities.

- Researches and identifies key strategic pathways (directions and relationships) to maximise the impact of the Department in addressing the need to drive international competitiveness.
- Researches and identifies effective risk management strategies for primary industries and the Department to ensure trade development outcomes are achieved.
- Other duties as required.
- Works in a collaborative environment towards a common purpose; as part of a broader Agribusiness Food and Trade directorate, ensuring alignment with and delivering to directorate purpose and priorities, and commits to reporting using agreed systems and timelines.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Demonstrated experience in project management and providing high level administration support.

Core capabilities

2. Build effective relationships: Well-developed communication, interpersonal and negotiation skills; and the ability to build and maintain relationships with a range of stakeholders.
3. Challenge for innovation: Demonstrated ability to develop practical and innovative solutions to problems.
4. Think strategically: Well-developed conceptual skills and demonstrated ability to provide advice on complex and contentious issues and risks.
5. Deliver in a changing environment: Demonstrated time management skills with the ability to plan, prioritise, deliver outcomes within agreed timeframes and respond effectively to change.
6. Lead and Empowers: Demonstrated ability to work collaboratively in a team environment and contributes to the achievements of team goals.

Desirable criteria

1. Experience working within an international trade environment.
2. Possession of, or progression towards a relevant tertiary qualification.

Special requirements/equipment

- Intrastate and/or interstate travel will be required.

- Working outside of standard hours during peak periods of program delivery will be required.
- The contract of employment specifies terms and conditions relating to this position.

Certification

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

Delegated authority

Signature: Liam O'Connell

Date: 7/6/2019

Position title: