



Job Description Form (JDF)

Position details

Position title:	Senior Business Development Officer
Position number:	70240315
Classification:	Level 6
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Industry and Economic Development
Directorate:	Regional Business Development
Branch:	Carbon Farming and Bioenergy

Reporting relationships

Reports to: Manager Low Carbon Futures (70210188), Level 7

This position

Direct reports: Nil

Role summary

Develops initiatives aligned to areas identified for investment. Project manages, develops and contributes to business development and investment attraction initiatives that facilitate and deliver business and investment growth opportunities for regional Western Australia.

About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries

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:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

Key responsibilities

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

Business Development

- Manages and assists business development and investment projects and initiatives that facilitate growth and support delivery of economic and regional development outcomes.
- Works collaboratively to exchange information, consult and develop strategy.
- Manages a client group across the State and collect business intelligence through proactive and planned client engagement.
- Contributes to the development of investable ideas, and undertakes concept generation and the development of business development and investment proposals.
- Develops and implements strategies aimed at generating leads for investment attraction including research driven target selection and pro-active marketing campaigns in key markets.
- Researches and analyses WA industry and proponent's business capability.

- Identifies overseas organisations with direct investment potential and trade opportunities for regional WA.
- Identifies and works with proponents, investors and trade partners to secure new investment into WA.
- Develops and implements strategies, options and program designs to ensure business development and investment programs deliver the greatest outcomes from regional development effort and investment.
- Reviews and assesses business development and investment opportunities, identify gaps and opportunities to maximise value including regional, state and federal alignments and leveraging opportunities.
- Facilitates cross-government coordination, statutory approvals and integrated solutions to achieve business development and investment attraction strategy and address any impediments.
- Prepares business cases for securing funding and prepares and coordinate investment attraction project bids.
- Provides briefings, reports and advice to the Executive, Minister and other key stakeholders on regional and business development and investment opportunities.

Stakeholder Engagement and Relationship Management

- Represents the Department in meetings and consultation with industry and government regarding investment attraction and business development.
- Develops and manages a network of contacts and strong collaborative relationships across regional communities, business and industry, relevant Federal, State and Local Government agencies, prospective international investors and trade partners to pursue investment opportunities.
- Develops and manages effective connections across project proponents and build partnerships around key development priorities.
- Participates in incident and emergency management activities commensurate with capability, capacity, training and level of experience.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Demonstrated experience undertaking business development and/or investment attraction projects and initiatives.

Core capabilities

2. *Build effective relationships*: Highly developed workplace communication skills including written, verbal, interpersonal, negotiation skills and the ability to develop and maintain productive working relationships.

3. *Challenge for innovation*: Demonstrated ability to develop and deliver innovative business improvements which underpin the organisation's strategic objectives.
4. *Think strategically*: Highly developed conceptual and analytical skills including the ability to provide innovative solutions to complex problems.
5. *Deliver in a changing environment*: Well developed planning and organisational skills including the ability to prioritise tasks and delivery taking into account competing deadlines.
6. *Lead and empower others*: Proven ability to work collaboratively within a team environment and contributes to the achievement of the team goals.

Desirable criteria

1. Knowledge of the biofuels or bioenergy industry

Special requirements/equipment

- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense)
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.
- 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

Position title: Deputy Director General
Endorsement Date: 26 November 2024