



Job Description Form

JOB TITLE: Investment and Trade Commissioner	POSITION NUMBER: Various	CLASSIFICATION: Level 9
LOCATION: ASEAN Region China Region North East Asia Region India-Gulf Region	POSITION TYPE: Fixed-Term Secondment or Placement, Full-Time AWARD: Public Service Award 1992	
POSITION REPORTS TO: JTS17101 - Deputy Director General, Strategy and International Engagement	POSITIONS REPORTING TO THIS ROLE: Business development managers, marketing and office administration personnel.	
PURPOSE OF POSITION: As a senior state representative, the Commissioner liaises with industry and government to grow and diversify Western Australia's (WA) trade and investment relationships within their region. They lead and manage overseas offices to provide intelligence and information on potential trade and investment opportunities to the government and industry in WA, and facilitate government and industry visitations.		
CORPORATE CONTEXT: The Department of Jobs, Tourism, Science and Innovation is Western Australia's lead agency for economic development, international trade and investment, and tourism. It also leads the promotion and development of the defence, international education, science and innovation sectors in WA.		
GROUP CONTEXT: The Strategy and International Engagement Group provides strategic policy advice on state development issues, leads initiatives for significant investment in large and complex projects in WA, supports a network of overseas offices to promote WA and its industries and encourages strategic investment and trade opportunities.		
OPERATIONAL CONTEXT: The Commissioner leads a team of staff to promote and facilitate trade and investment opportunities for WA within their region. They engage with a diverse range of stakeholders to drive the implementation of government priorities, acting in accordance with WA public sector guidelines and codes of conduct. As a member of the Strategy and International Engagement Group, they contribute to the strategic direction of the Department, ensuring the achievement of the Department's objectives.		

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ROLE SPECIFIC RESPONSIBILITIES Research and Industry Advice <ul style="list-style-type: none">Provides strategic advice on best practice policy and program reforms that support industry development, investment and trade.Provides strategic advice to senior executive and government on in-market policy and strategic issues affecting industry and economic development in WA.Provides intelligence to the WA Government and industry on existing and potential trade and investment opportunities. Economic Development and Promotion <ul style="list-style-type: none">Represents the WA Government and industry to increase export opportunities for WA businesses and attract investment into the State.Supports the development and implementation of an integrated and targeted program to grow WA’s exports and investment in the government’s key sectors.Provides support services to WA businesses seeking opportunities to export or attract investment.Builds and maintains relationships with government agencies, industry, peak bodies and businesses at the local, state, national and international level to achieve departmental and government objectives.Provides strategic advice to help shape and deliver Ministerial, public sector and industry in-market visits.Facilitates the in-market implementation of WA’s international education initiatives. Planning, Management and Governance <ul style="list-style-type: none">Leads and manages the physical, human and financial resources of the overseas offices, including locally engaged staff.Provides strategic direction and planning in accordance with business plans.Implements effective governance and evaluation processes to ensure the work program delivers on intended outcomes and complies with governance and legal obligations. CORPORATE RESPONSIBILITIES <ul style="list-style-type: none">Demonstrates effective leadership and integrity by complying with the Departmental Code of Conduct, policies and procedures.Other duties as directed.		JOB REQUIREMENTS The following requirements are to be read in conjunction with the overall context and requirements of this position. Essential <ul style="list-style-type: none">Demonstrated capability to effectively represent the Department and the WA Government in a range of high level corporate and government settings in Australia and offshore. Desirable <ul style="list-style-type: none">An in-depth knowledge of WA’s industry and market opportunities, along with trade and investment experience.Proficiency in a relevant language, and an understanding of and commitment to cultural awareness. CAPABILITIES Shapes and manages strategy <ul style="list-style-type: none">Champions the Department’s vision and goals and helps create organisational strategies aligned to government objectives and likely future requirements.Considers multiple perspectives, emerging trends, identifies long-term opportunities and develops realistic solutions. Achieves results <ul style="list-style-type: none">Decisively manages and leads team and organisational work deliverables.Drives a culture of achievement and defines high level objectives and ensures translation into practical implementation strategies.Enables the achievement of outcomes by identifying and removing barriers to success. Builds productive relationships <ul style="list-style-type: none">Builds and sustains relationships across a broad range of stakeholders including: international, federal, state and local government agencies; national and international industry; foreign diplomats and senior executives.Works collaboratively, facilitates cooperation and establishes cross agency/industry approaches.Guides, coaches and develops people. Communicates and Influences effectively <ul style="list-style-type: none">Communicates complex information in a clear, articulate manner, adapts to audience, presents balanced rationale, and negotiates persuasively.Identifies key stakeholders and engages their support. Exemplifies personal integrity and self-awareness <ul style="list-style-type: none">Adheres to, and promotes, the values of the Department and the WA public sector.Engages with risk, shows personal courage, and commits to action.Recovers quickly from setbacks and uses personal, drive, focus and energy to enthuse others.	

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PRE-SCREENING OR OTHER ELIGIBILITY REQUIREMENTS	<p>To be eligible for this position, applicants must be currently employed in the WA public sector and hold Australian citizenship or Australian permanent residency. Additional screening may be required as part of the selection process:</p> <ul style="list-style-type: none"> • Satisfactory criminal history check • Satisfactory conflict of interest declaration • Psychometric and other relevant assessments • National security clearances • Medical and other checks 	
JOB LOCATION	Various depending on region of responsibility	
ACCOMMODATION AND/OR SPECIAL ALLOWANCES	Overseas allowances, benefits and conditions apply during any periods of overseas posting.	