



Job description form

JOB TITLE: Manager Asian Engagement	POSITION NUMBER: JTS20015	CLASSIFICATION: Level 7
---	-------------------------------------	-----------------------------------

AWARD Public Sector CSA Agreement	POSITION TYPE Permanent Full Time
GROUP Strategy and International Engagement	BRANCH Client Services
POSITION REPORTS TO JTS20018 - Director Client Services	POSITIONS REPORTING TO THIS POSITION Business Development Officer - (JTS20017) L3 Senior Business Development Officer - (JTS20016) L5

PURPOSE OF POSITION
Leads and manages the Asian engagement strategy, planning projects and initiatives that further WA's trade and investment objectives in Asia.

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 Western Australia. For further information please visit our website at www.wa.gov.au/JTSI

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 Western Australia, supports a network of international offices to promote Western Australia and its industries and encourages strategic investment and trade opportunities.

OPERATIONAL CONTEXT
Invest and Trade Western Australia, within the Department of Jobs, Tourism, Science and Innovation (JTSI), is the Western Australia (WA) Government office responsible for attracting investment into the State and facilitating trade for Western Australia's exporters.



JOB TITLE: Manager Asian Engagement	POSITION NUMBER: JTS20015	CLASSIFICATION: Level 7
---	-------------------------------------	-----------------------------------

<p>ROLE SPECIFIC RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Translates strategic goals into clear plans for engagement and activities to further WA's trade and investment objectives in Asia. • Leads and manages the design, planning and implementation of activities to deliver the Asian engagement strategy. • Leads, manages and develops the Asian Engagement team to deliver agreed activities, and manages team resources. • Provides high-level strategic and policy advice on Asian trade and investment opportunities to senior executive. • Responds to complex enquiries from stakeholders on matters relating to investment and trade, identifying opportunities and managing expectations. • Designs and implements relevant grant programs where relevant. • Delivers all activities with a client-focused approach and in coordination across Invest and Trade WA, JTSI and other Government agencies. • Represents the Department in negotiations and consultation with Government and industry, including presentation at events. • Oversees the delivery of activities related to Asian sister-state relationships and Memoranda of Understanding. • Undertakes other duties as required. <p>CORPORATE RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Demonstrates effective leadership and integrity by complying with the Departmental Code of Conduct and all Policies and Procedures. 	<p>JOB REQUIREMENTS</p> <p>Essential</p> <ul style="list-style-type: none"> • Considerable experience in the design and delivery of strategies and projects to deliver agreed objectives. • Experience in stakeholder engagement and partnerships to plan and deliver activities with defined outcomes • Knowledge and understanding of Asian markets, key industry sectors, and business, government and cultural protocols. <p>CAPABILITIES</p> <ul style="list-style-type: none"> • Applies conceptual and critical thinking skills to analyse and resolve complex issues to achieve strategic objectives and identify new opportunities for business and economic development. • Delivers project outcomes by identifying timeframes, resources and managing risks, potentially across a number of concurrent projects. • Builds networks and develops collaborative relationships internally and between industry, Government, community and other stakeholders. • Leads teams through empowering and encouraging them to take responsibility and achieve results. • Prepares complex written reports, including ministerial, speeches and briefing papers and delivers presentations to a wide variety of audiences.
--	--

PRE-SCREENING OR OTHER ELIGIBILITY REQUIREMENTS	Not Applicable
JOB LOCATION	1 William Street - Perth
ACCOMMODATION AND/OR SPECIAL ALLOWANCES	Not Applicable



Job description form

JOB TITLE: Manager Asian Engagement	POSITION NUMBER: JTS20015	CLASSIFICATION: Level 7
---	-------------------------------------	-----------------------------------

Approved Date
19-MAR-2021