



JOB TITLE: Manager Strategic Partnerships	POSITION NUMBER: JTS20009	CLASSIFICATION: Level 7
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AWARD Public Sector CSA Agreement	POSITION TYPE Permanent Full Time						
GROUP Strategy and International Engagement	BRANCH Projects and Initiatives						
POSITION REPORTS TO JTS20003 - Director Projects & Initiatives	<table border="0"> <tr> <td colspan="2">POSITIONS REPORTING TO THIS POSITION</td> </tr> <tr> <td>Business Development Officer - (JTS20011)</td> <td>L4</td> </tr> <tr> <td>Senior Business Development Officer - (JTS20010)</td> <td>L5</td> </tr> </table>	POSITIONS REPORTING TO THIS POSITION		Business Development Officer - (JTS20011)	L4	Senior Business Development Officer - (JTS20010)	L5
POSITIONS REPORTING TO THIS POSITION							
Business Development Officer - (JTS20011)	L4						
Senior Business Development Officer - (JTS20010)	L5						
PURPOSE OF POSITION Leads and oversees strategic projects and strategic partnerships, ensuring alignment with agency and Government strategic objectives.							
<p>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</p> <p>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.</p> <p>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.</p>							



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ROLE SPECIFIC RESPONSIBILITIES

- Contributes to the development of strategies, plans and projects as part of the directorate management team.
- Provides high level advice on existing and potential strategic partnerships and initiatives.
- Leads, manages and develops team activities and resources.
- Reports on project and team performance, taking remedial action as required.
- Leads the design and development of strategic projects and partnerships.
- Undertakes gap analysis and develops strategies to improve partnerships and projects standards and delivery.
- Coordinates with other business areas across JTSI in the development and verification of content on trade and investment opportunities and incentives for marketing purposes.
- Develops strategic documents to assist investors and businesses navigate Government supports and services.
- Ensures partnerships reflect strategic objectives.
- Fosters relationships and networks across government and with stakeholders to drive international trade and investment development for economic benefit of the State.
- Responds to enquiries from stakeholders on matters relating to investment and trade.
- Represents the Department in negotiations and consultation with Government and industry, including presentation at events.
- Conducts all tasks and activities with a client-focused approach.
- Undertakes other duties as required.

CORPORATE RESPONSIBILITIES

- Demonstrates effective leadership and integrity by complying with the Departmental Code of Conduct and all Policies and Procedures.

JOB REQUIREMENTS

Essential

- Considerable experience in leading and developing strategic partnerships, including ongoing monitoring and improvement.
- Knowledge of WA key industry sectors and investment and trade, including business, government and cultural protocols.
- Considerable experience writing fluently and persuasively in a range of styles and formats.
- Experience in implementing business improvement initiatives.

CAPABILITIES

- 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.

PRE-SCREENING OR OTHER ELIGIBILITY REQUIREMENTS	Not Applicable
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Job description form

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JOB LOCATION	1 William Street - Perth
ACCOMMODATION AND/OR SPECIAL ALLOWANCES	Not Applicable

Approved Date

06-APR-2021