

Job description form

JOB TITLE: Manager Projects & Events	POSITION NUMBER: JTS20012	CLASSIFICA Level 7	TION:
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		POSITIONS REPORTING TO THIS POSITION Business Development Officer - (JTS20014) Senior Projects and Events Officer - (JTS20005) L5	
PURPOSE OF POSITION Leads and oversees complex projects including major targeted	d events across Government, ensuring	alignment with agency and Government strategic objec	tives.
CORPORATE CONTEXT The Department of Jobs, Tourism, Science and Innovation is N	0,1	•	

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.



Code of Conduct and all Policies and Procedures.

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Manager Projects & Events JTS2012 Level 7 ROLE SPECIFIC RESPONSIBILITIES JOB REQUIREMENTS Contributes to the development of strategies, plans and projects and initiatives. Leads, manages and develops team activities and potential projects and initiatives. Leads, manages and develops team activities and resources. Reports on team performance. Leads and oversees complex international and national trade and investment projects and initiatives that promotion international and activities to senior executive and the Mister's office. Facilitates strategic and operational planning processes. Prolitates strategic and operational planning processes. Prolitates industry, business and Government relationship development and engagement. Posilitates industry, business and Government and with exporters and international inced end investment development and engagement. Proviews projects, programs and events in line with strategic objectives and identifies continuous improvement poportunities for business and investment development and engagement. Proviews projects, programs and events in line with strategic objectives and identifies continuous improvement poportunities and adivises mad on substate and investment development and engagement. Represents the Department in negotiations and consultation with government and inderwise serves. Proposets all asks and activities with a client-focused approach. Undertakes other duies as required. Prepares complex enquires from international and domestic stakeholder on relevant matters. Conducts all lasks and activities with a client-focused approach. Undert	JOB TITLE:	POSITION NUMBER	:	CLASSIFICATION:
 Contributes to the development of strategies, plans and projects as part of the directorate management team. Provides thigh level advice on existing and potential projects and initiatives. Leads, manages and develops team activities and resources. Leads and oversees complex international and national trade and investment in VA. Provides thigh-level advicegic advice and responds to enquirises on projects and events in line with strategic objectives and industry industry strategic advice and responds to enquirise on projects and events in line with strategic objectives and events of force. Provides projects, programs and events in line with strategic objectives and identifies continuous improvement opportunities. Provides projects and networks across Government relationship development and negagement. Provides projects and events in line with strategic objectives and identifies continuous improvement opportunities. Provides projectures and consultation with exporters and investment development for engagement. Provides to the development in negoliations and consultation with exporters and investment development of the State. Represents the Department in negoliations and consultation with government and under events. Represents the Department in negoliations and consultation with government and under events. Represents the Department in negoliations and consultation with government and under events. Heads tasms through empovering and encouraging them to take responsibility and achieves through targets objectives and identifies continuous and takes and activities are tratedications in the relationship development and national matkets and activities are trategic objectives and identifies continuous trate and investment development and events in the event international and domestic stakeholder on relevant matters. Represents the Department in negoliations and consultation with governme	Manager Projects & Events	JTS20012		Level 7
 directorate management team. Provides high level advice on existing and potential projects and initiatives. Leads, manages and develops team advities and resources. Reports on team performance. Leads and oversees complex international and national trade and investment projects and advives that promote international trade and investment in VA. Provides high-level strategic advice and responds to enquiries on projects and events, including awards and developsilons. Facilitates strategic and operational planning processes. Facilitates strategic and operational planning processes. Reviews projects, programs and events in line with strategic objectives and identifies continuous improvement appositions. Reviews projects, programs and events in line with strategic objectives and identifies continuous improvement appositions. Reviews projects, programs and events and investment and with exporters and international trade and investment negatives in the advice objectives and identify new opportunities for business, across Government relationship development and international investors to drive international rade and investment development and industry, including presentation at twents. Responds to complex enquiries from international and domestic stakeholder on relevant matters. Conducts all tasks and activities with a cleint-focused approach. Undertakes other duties as required. 	ROLE SPECIFIC RESPONSIBILITIES		JOB REQUIREMENTS	
 Demonstrates effective leadership and integrity by complying with the Departmental 	 directorate management team. Provides high level advice on existing and potenti Leads, manages and develops team activities and Reports on team performance. Leads and oversees complex international and na projects and initiatives that promote international the Provides high-level strategic advice and responds existing and emerging trade and investment opport Minister's office. Facilitates strategic and operational planning processing awards and expositions. Reviews projects, programs and events in line with continuous improvement opportunities Facilitates industry, business and Government relengagement. Fosters relationships and networks across Govern international investors to drive international trade economic benefit of the State. Represents the Department in negotiations and conductry, including presentation at events. Responds to complex enquiries from international relevant matters. Conducts all tasks and activities with a client-focute. 	al projects and initiatives. d resources. ational trade and investment trade and investment in WA. s to enquiries on projects and ortunities to senior executive and the cesses. de promotion programs and events, th strategic objectives and identifies lationship development and nment and with exporters and and investment development for onsultation with government and I and domestic stakeholder on	 Considerable excoordination of loginvestment. Exceptional stake negotiation skills Experience in deminitatives. Desirable Knowledge of regovernment and CAPABILITIES Applies conceptute to achieve strate economic develor Leads teams threachieve results. Identifies, initiate partnerships with Approaches negoutcome that delements Prepares complete 	begistics, ideally in the promotion of international trade and eholder engagement, partner relationship development and elivering business development outcomes through targeted client levant international markets, key industry sectors and business, cultural protocols. ual and critical thinking skills to analyse and resolve complex issues egic objectives and identify new opportunities for business and opment. ough empowering and encouraging them to take responsibility and es, builds and manages productive and effective relationships and n stakeholders. otiations with a strong grasp of key issues and strives to achieve an livers benefits for both parties. ex written reports, including ministerial, speeches and briefing
	Demonstrates effective leadership and integrity by	y complying with the Departmental		



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

Approved Date

07-APR-2021