



Job description form

JOB TITLE: Manager Projects & Events	POSITION NUMBER: JTS20012	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	POSITIONS REPORTING TO THIS POSITION <table><tr><td>Business Development Officer - (JTS20014)</td><td>L4</td></tr><tr><td>Senior Projects and Events Officer - (JTS20005)</td><td>L5</td></tr></table>	Business Development Officer - (JTS20014)	L4	Senior Projects and Events Officer - (JTS20005)	L5
Business Development Officer - (JTS20014)	L4				
Senior Projects and Events Officer - (JTS20005)	L5				
PURPOSE OF POSITION Leads and oversees complex projects including major targeted events across Government, ensuring alignment with agency and Government strategic objectives.					
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.					

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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 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 promote international trade and investment in WA.
- Provides high-level strategic advice and responds to enquiries on projects and existing and emerging trade and investment opportunities to senior executive and the Minister's office.
- Facilitates strategic and operational planning processes.
- Facilitates and delivers major investment and trade promotion programs and events, including awards and expositions.
- Reviews projects, programs and events in line with strategic objectives and identifies continuous improvement opportunities
- Facilitates industry, business and Government relationship development and engagement.
- Fosters relationships and networks across Government and with exporters and international investors to drive international trade and investment development for economic benefit of the State.
- Represents the Department in negotiations and consultation with government and industry, including presentation at events.
- Responds to complex enquiries from international and domestic stakeholder on relevant matters.
- 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 managing and delivering strategic projects and events coordination of logistics, ideally in the promotion of international trade and investment.
- Exceptional stakeholder engagement, partner relationship development and negotiation skills.
- Experience in delivering business development outcomes through targeted client initiatives.

Desirable

- Knowledge of relevant international markets, key industry sectors and business, government and cultural protocols.

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.
- Leads teams through empowering and encouraging them to take responsibility and achieve results.
- Identifies, initiates, builds and manages productive and effective relationships and partnerships with stakeholders.
- Approaches negotiations with a strong grasp of key issues and strives to achieve an outcome that delivers benefits for both parties.
- Prepares complex written reports, including ministerial, speeches and briefing papers and delivers presentations to a wide variety of audiences.



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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