



## Job Description Form (JDF)

### Position details

Position title: Business Development Manager  
Position number: 70190120; 70190121; 70190122; 70191647  
Classification: Level 7  
Physical location: Perth Metropolitan Area  
Award: PSA 1992  
Agreement: PSCSAA 2019  
Pillar: Industry and Economic Development  
Directorate: Agribusiness Food and Trade  
Branch: Investment Services

### Reporting relationships

Reports to: Manager (70190119), Level 8

#### **This position**

Direct reports: Nil

### Role summary

Manages transformative business development projects within the portfolio with the objective of increasing investment in WA's agri-foods sector in alignment with the Department's and Government's initiatives.

### About us

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

## Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long term impact
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly
- We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

## Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

### Business Development

- Manages the development, implementation and delivery of complex resource and investment projects.
- Coordinates the development of sector strategies for agrifood industries and/or precincts/clusters.
- Maintains an accurate and current database for the assigned agri-business sector of local agri-businesses, targeted international investors and intermediaries (WA Trade and Investment Offices, Austrade, Investment advisory firms), agri-business investment analysts (sector and company analysis), relevant media and financial institutions.
- Develops and maintains the 'Australian and WA agri-business network map' to record linkages between individuals and companies that are in or are assessing investment in Australian agri-business sectors.
- Guides potential investors through the required pathway to secure investment and managing investor expectations as well as providing guidance and advice as requested on non-regulatory matters.
- Assesses feasibility and supports agribusinesses capacity building to develop and pitch concepts.

- Provides strategic advice and assistance to sub-scale opportunities to support emerging entrepreneurs, research and technologies.
- Provides advice and assists in the preparation of State Government agricultural investment proposals.
- Contributes to the assessment, prioritisation and monitoring of the prospective investment projects being coordinated by WA Open for Business.
- Collaborates with Regional Development Commissions and Research and Industry Innovation directorate sector leads to respond to growth opportunities and risks for agribusinesses, food processing and trade.
- Works in a collaborative environment towards a common purpose; as part of a broader Agribusiness Food and Trade directorate, delivering to directorate purpose and priorities, and commits to reporting using agreed systems and timelines.
- Provides transitional reporting as required.

### **Stakeholder Engagement**

- Establishes, maintains and effectively manages strategic partnerships, collaborative working relationships and effective communication networks with key stakeholders and agencies.
- Engages with potential investors (and investee companies) to facilitate investment in the WA agri-business sector.
- Participates in promotions, activities/events in Australian and offshore forums, as required.
- Contributes to the inter-departmental working committee for allocated investment projects.
- Represents the Department as required.
- Other duties as required.

### **Work related requirements**

In the context of the role:

#### **Essential criteria**

##### **Role specific**

1. Experience in complex project management; including the ability to lead, manage, take the initiative, deliver agreed outcomes within specified timeframes and management of associated financial activities.
2. Demonstrated experience working on investment development in a commercial or investment attraction agency capacity with demonstrated ability to engage at a senior level with key stakeholders to build positive outcomes.

##### **Core capabilities**

3. *Build effective relationships:* Highly-developed and effective written, verbal and interpersonal skills, including the ability to liaise and maintain productive working relationships with internal and external stakeholders.

4. *Challenge for innovation:* Able to anticipate and respond to business opportunities and risks.
5. *Think strategically:* Highly-developed conceptual and analytical skills including the ability to provide innovative solutions to complex issues and problems.
6. *Deliver in a changing environment:* Demonstrated high level organisational skills including the ability to plan and coordinate high-level projects in a complex environment.
7. *Lead and empower others:* Proven ability to work collaboratively within a team environment and contributes to the achievement of the team goals.

### **Desirable criteria**

1. Experience in business investment activities including; pre-feasibility assessments, conduct of due diligence work, contribution and/or conduct of financial model development and drafting of terms.
2. Possession of, or progression towards a relevant tertiary qualification.

### **Special requirements/equipment**

The following must be provided before commencing employment:

- Intrastate, interstate and international travel may be required.
- An acceptable National Police Certificate (police clearance) is required. If not currently held, must be acquired prior to commencement at applicant's expense.
- The contract of employment specifies terms and conditions relating to this position.
- Business Development Managers may be required to support any functional area of the AF&T Directorate (i.e. Agribusiness Development, Trade, Food) or undertake placement in key partner agencies (e.g. JTSI, ITWA, Austrade, etc.) when required and as directed by the Executive Director.

Occasional travel to and from metropolitan and regional offices may be required.

### **Certification**

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

### **Delegated authority**

Endorsed by:                      Niegel Grazia  
Position title:                   Deputy Director General, Industry & Economic Development  
Endorsement Date:              1 August 2020