



# Job description form

<b>JOB TITLE:</b> Director Investment and Trade, Frankfurt	<b>POSITION NUMBER:</b> JTS22206
<b>AWARD</b> N/A	<b>POSITION TYPE</b> Full Time – Fixed Term for 3 years
<b>GROUP</b> Strategy and International Engagement, JTSI	<b>BRANCH</b> International Offices – Europe (Frankfurt Office)
<b>POSITION REPORTS TO</b> Agent General, London	<b>POSITIONS REPORTING TO THIS POSITION</b> Business Development Manager – JTS22207
<b>PURPOSE OF POSITION</b> The Director Investment and Trade, Frankfurt supports the Agent General, providing direction and guidance to the Frankfurt office to support the promotion of investment and trade strategies and activities for Western Australia.	
<b>CORPORATE CONTEXT</b> 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.	
<b>GROUP CONTEXT</b> The Strategy and International Engagement group provides strategic policy advice on state development issues and 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. The Group works across government to grow the number of tourists and international students choosing WA as their destination of choice and spearhead the expansion of our world-leading energy and mining sectors. We market our incredible state overseas, and actively facilitate trade and investment opportunities by driving an outward-focussed, customer-centred approach. We actively support small and medium-sized enterprises, so they get the support and information they need to build their businesses and create and expand their exports	
<b>OPERATIONAL CONTEXT</b> The European Investment and Trade offices facilitate WA Government trade and investment objectives in the European region and promote trade and investment between that region and WA. The offices are supported by the Invest and Trade WA division within the Department based in Perth and have staff in London and Frankfurt.	



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<p><b>ROLE SPECIFIC RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Together with the Agent General, develop and deliver investment attraction strategies to promote WA in Germany as a location for foreign direct investment and business development across priority industry and growth sectors.</li> <li>• Support WA companies seeking to develop significant trade and investment opportunities in Germany.</li> <li>• Initiate, plan and manage activities to generate interest and awareness of the investment and business development potential for WA businesses in Germany.</li> <li>• Schedule and participate in events, conferences, exhibitions, presentations, roadshows and meetings in Germany on behalf of the Agent General, to promote the State's interests in targeted centers and sectors in Germany.</li> <li>• Represent the Western Australia Government Office (WAGO) and the Agent General as required, including at formal visitations.</li> <li>• Develop and maintain relevant high-level professional networks and relationships in the German and WA markets for the benefit of WA businesses, agencies, institutions, and organisations.</li> <li>• Utilise networks and relationships to facilitate business relationships between WA and German agencies, institutions and companies.</li> <li>• Maintain up to date knowledge and appreciation of the respective WA and German political and economic profiles and issues that influence corporate development and through the Agent General keep WA agencies and institutions apprised accordingly.</li> <li>• Supervise, mentor and develop other staff in the Frankfurt office.</li> </ul> <p><b>CORPORATE RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Demonstrate effective leadership and integrity by complying with the Departmental Code of Conduct and all Policies and Procedures.</li> </ul>	<p><b>JOB REQUIREMENTS</b></p> <p>Essential</p> <ul style="list-style-type: none"> <li>• Significant experience in and/or high-level understanding of the trade and investment activities in the priority industry sectors in Western Australia and Australia for the German market.</li> <li>• Experience facilitating knowledge sharing across political, commercial and industrial sectors, ideally in Western Australia and Germany.</li> <li>• The successful applicant must be a highly motivated team member who, desirably, is fluent in written and spoken English and German.</li> </ul> <p><b>CAPABILITIES</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Builds networks and develops collaborative relationships internally and between industry, Government, community and other stakeholders.</li> <li>• Leads teams through empowering and encouraging them to take responsibility and achieve results.</li> </ul>



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<b>PRE-SCREENING OR OTHER ELIGIBILITY REQUIREMENTS</b>	In order to be considered for this position, candidates must have VISA or relevant working permits to legally work in Germany.
<b>JOB LOCATION</b>	Frankfurt, Germany
<b>ACCOMMODATION AND/OR SPECIAL ALLOWANCES</b>	The role may include travel and irregular hours, including weekends at times.

Approved Date; 7 January 2023

Approved By; Agent General (John Langoulant)