



Job description form

JOB TITLE: Business Development Manager	POSITION NUMBER: JTS22207	CLASSIFICATION: N/A
AWARD n/a	POSITION TYPE Full Time – Fixed Term for 2 years	
GROUP Strategy and International Engagement, JTSI	BRANCH International Offices – Europe (Frankfurt Office)	
POSITION REPORTS TO Agent General, London	POSITIONS REPORTING TO THIS POSITION Nil	
PURPOSE OF POSITION The Business Development Manager supports the Agent General, by playing a key role in identifying, developing and promoting business development opportunities in Germany and Europe for Australian companies, as well as attracting investment from Germany to Australia.		
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.		
GROUP CONTEXT 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		
OPERATIONAL CONTEXT 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>ROLE SPECIFIC RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Contribute to the delivery of international opportunities through researching and identifying trade and investment opportunities for Western Australian (WA) Government and the private sector in WA. • Develop and maintain effective relationships and networks with Government officials and business communities of Germany and in WA. • Respond to requests for information from businesses and the Agent General. • Participates in promoting the State and the State's priority sectors to stakeholders. • Undertake industry and market analysis by means of research to identify potential value addition, trade and investment opportunities for WA. • Identify trade and Investment opportunities in Germany and provide support for WA businesses. • Assist and coordinate inbound official visits, trade mission programs and major business seminars/exhibitions that promote WA products and services. • Research significant developments in the economic and business environment that impacts on the WA and WA business interests and prepare briefs and supporting documents. • Participate in the development and implementation of the WAGO systems and business planning. <p>CORPORATE RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Demonstrate effective leadership and integrity by complying with the Departmental Code of Conduct and all Policies and Procedures. 	<p>JOB REQUIREMENTS</p> <p>Essential</p> <ul style="list-style-type: none"> • Experience in business development or international trade and market development in Germany. • Experience conducting research and analysis across political, commercial and industrial sectors. • Strong professional networks and experience across one or more of the Diversify WA priority sectors (energy, mining & METs, defence industries, space industries, ICT & cyber including cybersecurity, innovation & start-ups, health and medical life sciences, investment) • Ability to build relationships with key industry and business stakeholders, government and networks. • Fluency in English and German desirable (verbal and written) <p>CAPABILITIES</p> <ul style="list-style-type: none"> • Undertakes research and analysis of information to meet client needs and identifies new opportunities for business development. • Establishes and maintains collaborative and cooperative relationships with a broad range of internal and external stakeholders, including government and industry • Takes responsibility for actions and decisions and delivers work at a high standard. • Writes fluently in a range of styles and formats. • Prepares and presents messages clearly and confidently and adjusts to the audience. 	

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PRE-SCREENING OR OTHER ELIGIBILITY REQUIREMENTS	This position is based in Frankfurt and does not attract a relocation package. To be considered for this role, you must be based locally and have citizenship, VISA or relevant working permits for Germany.
JOB LOCATION	Frankfurt, Germany
ACCOMMODATION AND/OR SPECIAL ALLOWANCES	The role may include travel and irregular hours, including weekends at times.

Approved Date;

Approved By;