



JOB TITLE: International Regional Hub Coordinator - China	POSITION NUMBER: JTS23038	CLASSIFICATION: Level 6
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AWARD Public Sector CSA Agreement	POSITION TYPE Permanent Full Time
GROUP Strategy and International Engagement	BRANCH Invest and Trade Western Australia
POSITION REPORTS TO JTS23069 - Executive Director - Investment and Trade Facilitation	POSITIONS REPORTING TO THIS POSITION Nil
PURPOSE OF POSITION Supports the effective operation of the Invest and Trade WA global network by managing projects and coordinating investment and trade initiatives that promote Western Australia and its priority sectors.	
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 and leadership on state development issues, promotes the State's export capabilities and investment opportunities through a network of international offices, and engages with government, industry and international stakeholders to promote Western Australia and its industries.	
OPERATIONAL CONTEXT Invest and Trade Western Australia works to attract investment into the State and facilitate trade for Western Australian exporters.	



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<p>ROLE SPECIFIC RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Acts as the main point of contact for the International Regional Hub in Perth. • Provides advice and coordinates requests on behalf of the International Regional Hub. • Develops a strong situational awareness of the International Regional Hub and the Western Australia's Investment and Trade priorities. • Proactively researches, analyses and identifies opportunities and risks that impact on international trade and investment for the International Regional Hub. • Works collaboratively with the International Regional Hub, Perth Hub, key stakeholders across government and industry to support and inform the planning, preparation and delivery of relevant outbound missions and inbound delegations. • Prepares or coordinates Ministerials, briefing notes, speeches, reports and PowerPoint presentations for the International Regional Hub. • Reviews sponsorship and travel proposals for the International Regional Hub to ensure alignment with the States investment and trade priorities and Departmental policies and procedures. • Represents the Department at meetings, forums and committees as required for the International Regional Hub. • Conducts all tasks and activities with a client-focused approach. • Develops, fosters and maintains relationships and networks across both government and industry to drive international trade and investment outcomes for the State. • Undertakes other duties as required. <p>CORPORATE RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Demonstrates 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 project or program management, including the ability to manage and coordinate multiple projects and initiatives. <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of international markets, key industry sectors and businesses. <p>CAPABILITIES</p> <ul style="list-style-type: none"> • Undertakes project management and demonstrates success in delivering on projects objectives, across a number of concurrent projects. • Undertakes complex analytical and research work with an understanding of strategic objectives. • Takes responsibility for actions and decisions, and delivers to a high standard. • Writes fluently and persuasively in a range of styles and formats. • Builds and sustains collaborative relationships with a broad range of internal and external stakeholders and uses networks to facilitate broad support.
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PRE-SCREENING OR OTHER ELIGIBILITY REQUIREMENTS	Permanent Resident/Citizen of Australia
JOB LOCATION	CBD Perth



Job description form

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ACCOMMODATION AND/OR SPECIAL ALLOWANCES	Not Applicable
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Approved Date

26-OCT-2023