



JOB TITLE: Investment and Trade Commissioner	POSITION NUMBER:	CLASSIFICATION: Level 9
AWARD Public Sector CSA Agreement	POSITION TYPE Fixed Term Full Time	
GROUP Strategy and International Engagement	BRANCH Overseas Offices	
POSITION REPORTS TO JTS17101 - Deputy Director General	POSITIONS REPORTING TO THIS POSITION Locally engaged staff	
PURPOSE OF POSITION As a senior Western Australian Government representative, the Investment and Trade Commissioner engages with government and industry stakeholders to grow and diversify Western Australia's trade and investment relationships within their region. The Commissioner leads and manages the Invest and Trade Western Australia offices within their region, support businesses in the region to invest in Western Australia, work with Western Australian companies to expand their businesses offshore, provide market intelligence and insights, provide advice on funding opportunities through grants and incentives and facilitate State Government Ministerial and industry visits. The Department has adopted <i>Leadership Expectations</i> which provide an understanding of the mindset and expected behaviours required of all our employees and the public sector. The Department's leadership context for this role is <i>Leading Leaders</i> .		
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 The Invest and Trade Western Australia Global Network works to attract investment into the State and promote the growth of Western Australia's industries to support the diversification of the economy.		



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<p>ROLE SPECIFIC RESPONSIBILITIES</p> <ul style="list-style-type: none"> • As a member of the Invest and Trade Western Australian senior leadership team, contributes to the ongoing strategic development and management of the Strategy and International Engagement Group, ensuring the achievement and monitoring of the Group's objectives. • Provides strategic advice on best practice policy and program reforms that support and develop state industry development, investment and trade. • Supports the Deputy Director General and Director General to provide high quality advice to Ministers. • Provides strategic advice to the senior executive and Government on in-market policy and strategic issues affecting industry and economic development in WA. • Provides intelligence to the WA Government and industry on current and emerging investment and trade opportunities. • Supports the development and implementation of an integrated and targeted investment and trade program to grow WA's global economic presence overseas in line with the WA Government's priority sectors and targeted diversification opportunities. • Facilitates the in-market promotion and implementation of economic development and industry strategies and initiatives. • Represents the WA Government to increase opportunities to export and attract investment for WA businesses. • Actively networks and liaises with government agencies, industry, peak bodies and businesses at local, state, national and international levels to develop strategies and achieve Departmental and Government objectives. • Assists with WA Government and industry visits. • Provides support services to WA businesses seeking opportunities to export or attract investment. • Provides support services to in-market businesses seeking investment and trade opportunities in WA. • Leads and/or represents the Department at a senior level on committees, working groups or at other forums. • Leads and manages the physical, human and financial resources of the overseas offices, including locally engaged staff across multiple locations. 	<p>JOB REQUIREMENTS</p> <p>Essential</p> <ul style="list-style-type: none"> • Demonstrated capability to effectively represent the Department of Jobs, Tourism, Science and Innovation and the WA Government in a range of high-level corporate and government settings in Australia and offshore. <p>Desirable</p> <ul style="list-style-type: none"> • An in-depth knowledge of WA's industry and market opportunities, along with trade and investment experience. • Proficiency in a relevant language, and an understanding of, and commitment to, cultural awareness. <p>LEADERSHIP EXPECTATIONS</p> <p>Lead collectively</p> <ul style="list-style-type: none"> • You identify key stakeholders and build relationships and networks, leveraging these to meet the agency's objectives. <p>Think through complexity</p> <ul style="list-style-type: none"> • You are able to interrogate information from a wide array of sources and use criteria to evaluate its merits. • You respect and oversee policies and processes related to risk and ensure your business area complies with agency and sector requirements. <p>Dynamically sense the environment</p> <ul style="list-style-type: none"> • You understand the societal, political and economic changes that may affect your ability to deliver results. • You recognise the importance of building professional networks, actively seeking to build relationships that enable your business area to deliver. <p>Deliver on high leverage areas</p> <ul style="list-style-type: none"> • You display a positive approach to navigating obstacles and challenges to your goals. • You drive excellent performance in your teams, setting clear role and performance expectations, and ensuring a shared understanding.
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Job description form

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<ul style="list-style-type: none"> Provides strategic direction and leads office planning, management and performance in accordance with Departmental strategic and business plans. Implements effective governance and evaluation processes to ensure the work program delivers on intended outcomes and complies with governance and legal obligations. Other duties as directed. <p>CORPORATE RESPONSIBILITIES</p> <p>Demonstrates effective leadership and integrity by complying with the Departmental Code of Conduct and all Policies and Procedures.</p>		<p>Build capability</p> <ul style="list-style-type: none"> You understand your role in creating a healthy culture in your business area and contributing to a productive culture in your agency. <p>Embody the spirit of public service</p> <ul style="list-style-type: none"> You lead by example and understand the principles of good corporate governance, implementing your plans and procedures accordingly. <p>Lead adaptively</p> <ul style="list-style-type: none"> You understand the impact of your personal style on those you lead and interact with, deliberately adapting your approach to achieve desired outcomes.

PRE-SCREENING OR OTHER ELIGIBILITY REQUIREMENTS	Permanent Resident/Citizen of Australia National Police Certificate and National Security Clearance
JOB LOCATION	
ACCOMMODATION AND/OR SPECIAL ALLOWANCES	Allowances while in location

Approved Date
May 2024