



JOB DESCRIPTION

JOB INFORMATION	
POSITION TITLE	Project Officer - International
POSITION NUMBER	JTS20011
CLASSIFICATION	Level 4
AWARD/AGREEMENT	Public Sector CSA Agreement 2024
POSITION TYPE	Permanent Full Time
LEADERSHIP CONTEXT	Personal Leadership
GROUP	Strategy and International Engagement
LOCATION	Perth CBD
REPORTS TO	Manager Strategic Partnerships – JTS23024
DIRECT REPORTS	Nil

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. For further information, please visit our website at www.jtsi.wa.gov.au.

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.

POSITION DESCRIPTION

Undertakes projects and implements strategic partnerships, ensuring alignment with agency and Government strategic objectives.

JOB RESPONSIBILITIES

- Supports activities to implement international partnerships and projects to achieve investment and trade objectives
- Supports activities relevant to developing potential international partnerships and initiatives.
- Undertakes research and analysis as required to support the achievement of investment and trade objectives.
- Assists with the development of investment and trade materials for domestic and international audiences
- Ensures partnerships and products developed reflect strategic objectives.
- Builds relationships and networks with Government and industry stakeholders; and collaborates with other business areas across JTSI.
- Responds to enquiries from stakeholders in a timely manner.
- Conducts all tasks and activities with a client-focused approach.
- Attends and participates in meetings, forums and functions as required.
- Undertakes other duties as required.

PRE-SCREENING OR OTHER ELIGIBILITY REQUIREMENTS

- Suitable proof of identity, based on a 100-point identity check.
- Permanent Resident/Citizen of Australia.
- Nationally Coordinated Criminal History Check (NCCHC) conducted with a satisfactory outcome. (Some positions may require Australian Government Security Clearance).

REQUIREMENTS

Essential

- Experience in contributing to stakeholder engagement and undertaking activities to support strategic partnerships and projects.
- Experience researching and analysing information to support the development and implementation of government and/or business projects.
- Knowledge of international markets and/or key WA industry sectors

Desirable

- Experience working with cross cultural or international stakeholders, in Australia or in market.

BEHAVIOUR EXPECTATIONS

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of Personal Leadership for this position.

Personal Leadership	
Expected behaviour	Behaviour descriptors
Lead collectively	You understand how your work fits in the public sector and recognise your role in delivering value for the future of Western Australians
Think through complexity	You think critically and strategically to solve problems and enhance effectiveness
Dynamically sense the environment	You adapt your communications style and language depending on your target audience, negotiating confidently and respectfully
Deliver on high leverage areas	You pursue with tenacity the high leverage priorities that are essential to your work and agency
Build capability	You actively contribute to the development of your team's capability, ensuring you support your team members
Embody the spirit of public service	You promote and show respect for the public sector in completing your tasks and recognise that your interactions and service delivery have a direct impact on the reputation of the sector
Lead adaptively	You lead adaptively by acknowledging the impact of your work style on others in your team

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of Aboriginal communities and their cultures, and to Elders both past and present.

Registration Date	16/05/2025	Registering Officer	Kathleen Mellings
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