

Trade and Investment Queensland

Senior Business Development Manager (LES 6)

Business Unit	International Operations
Employment Type	Full-time, 2 year fixed term contract
Position Level	Locally Engaged Staff (LES) 6.1
Remuneration	VND488,712,061 total per annum
Location	Ho Chi Minh City, Vietnam
Contact	hr-international@tiq.qld.gov.au
Closing Date	10 May 2023 (end of day)

About Trade and Investment Queensland

Trade and Investment Queensland (TIQ) is the Queensland Government's dedicated global business agency, designed to help Queensland exporters take their products to world markets, promote Queensland as the perfect place to invest and builds global engagement for attracting and developing talent to grow Queensland economies and communities.

TIQ is a statutory body governed by a Board under the Trade and Investment Queensland Act 2013. TIQ's broad function under the Act is to facilitate, encourage, promote, identify, attract and develop trade and investment opportunities.

Headquartered in Brisbane, Queensland, TIQ has one of Australia's largest international networks located in 18 offices over 14 markets, who partner with the other State and Federal governments across multiple Queensland regional locations to assist firms with export advisory services, investment facilitation and strengthening Queensland's international skill migration and talent ecosystem.

For more information please visit: <https://www.tiq.qld.gov.au>

Why join us?

As Queensland enters the golden decade leading up to the 2032 Olympics, TIQ has an exciting role to play, with an ambitious agenda designed to leverage global opportunities, attract new investments to help drive economy growth and job creation, while championing global success.

Our vision is a prosperous future for Queensland, underpinned by diversified exports, high-value international investments that create jobs and sustain a strong, vibrant and innovative economy; including attracting skilled migrants and international students to grow Queensland communities.

We are looking for innovative and enthusiastic people to deliver and showcase these outcomes for Queensland, through our new *Queensland Trade and Investment Strategy 2022 - 2032* and the *International Education and Training Strategy to Advance Queensland 2016-2026*.

About the business unit

The Ho Chi Minh City office is strategically placed to assist Queensland exporters and investors to take advantage of key sector opportunities in technology, innovation, education, mining and resources, construction, and food and agriculture in the Vietnam market.

Your opportunity

Reporting to the Queensland Trade and Investment Commissioner – ASEAN (Commissioner), with limited direction you will lead the interests of Queensland in the Vietnam market through the identification, promotion and facilitation of trade opportunities in the Queensland Government's key industry sectors (resources, manufacturing, construction, agriculture, tourism, and education and investment).

Your contribution (key responsibilities and accountabilities)

To be successful in this role you will:

- Maintain and strengthen Queensland's position by developing strategic relations and contacts with government representatives, business leaders and industry allies.
- Assist managing trade missions, Ministerial visits and allies, preparation of visit programs, and accompanying official and business delegations
- Support Queensland companies to pursue trade outcomes by providing market intelligence, business leads, advice, introductions and screening of partners, participating in trade shows, business matching services, and other activities as required
- Work closely with and support Queensland businesses, suppliers, educational institutions, training providers and other organisations that are looking for buyers, partners, investors or allies
- Provide accurate and timely market intelligence and strategic advice to the Commissioner, Queensland Government departments and Queensland companies
- Work closely with the TIQ global network and Queensland stakeholders, including Brisbane and Queensland regional office staff, to co-ordinate joint trade promotional activities, business missions and client support
- Develop and implement trade strategies and action plans, and initiate and manage strategic projects

This role may require additional duties to be completed as directed

The ideal candidate for this role (key capabilities)

TIQ recognises that organisational success is driven by excellence in leadership and management, and as an organisation have established the Working together at TIQ behaviours most relevant to success within TIQ.

- Respect each other
- Act with integrity
- Take pride in our professionalism
- Collaborate and cooperate
- Show a positive attitude
- Recognise and celebrate our achievements

All team members are expected to embrace and model these behaviours to ensure TIQ achieves success and develops an organisational culture that enables TIQ to meet its current and future strategic objectives.

To determine your suitability for the role, you will be assessed on the following key capabilities that link to the “key responsibilities and accountabilities” for this role:

1. Supports strategic direction through understanding of international trade and investment activities
2. Demonstrates high level of knowledge of at least one key industry sectors (manufacturing, construction, agriculture, tourism, education and knowledge-based industries) obtained through at least 2-3 years’ experience in international business
3. Actively works to understand and support customers and stakeholders
4. Demonstrates clear and concise, cross-cultural written and verbal communication skills
5. Demonstrates commitment to own development and continuous self-improvement, and sees learning opportunities in everyday work

Practical experience in international business and/or qualifications in international business or a related discipline will be well regarded

Eligibility

To be eligible for consideration and appointment, you must have:

- **Work Authorisation** – to be eligible for employment within TIQ, you must be legally authorised to live and work in Ho Chi Minh City, Vietnam and provide the evidence to support your eligibility.
- **Language** – the successful candidate must be fluent in both written and spoken English. High level Vietnamese language is also essential to success.
- **Security Clearance** – the successful candidate must be willing to undertake a screening check and be confirmed as a suitable person to access Government resources prior to commencing in the role.

How to apply

- Submit your application to hr-international@tiq.qld.gov.au by 10 May 2023. Make sure you include the following:
 - A **current resume (maximum 2 pages)**
 - A **cover letter** (350 words) telling us why you are interested in this role. This is your opportunity to tell us about your experience, what makes you the best person for the role and how you meet the key capabilities for the role (please do not restate your resume)

Please ensure your attachments are in ENGLISH language.
- Appointments in TIQ are merit based and will be assessed by reviewing what you have done previously – the knowledge, skills and experience you’ve built, your potential for development, and your personal qualities.
- TIQ will review the applications and advise you as to the next phase of assessment for this role, which could include an interview, work assessment, and/or other selection techniques.
- Referee checking will be undertaken, and other pre-employment checks may occur prior to any offer of employment. Checks may include (but are not limited to) proof of eligibility for appointment, a criminal history check and a serious discipline history disclosure check.
- Criminal history checks will be undertaken on the preferred applicant(s). A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment with TIQ. If information is received that may exclude you from further consideration, you will be given an opportunity to respond, and your response will be taken into account in the evaluation process.

- The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment.
- Late applications cannot be submitted online, so please allow enough time before the closing date to submit your application. If approval has been granted by the selection panel for a late application to be considered, please submit your application as per the advice provided.

Additional information

- This is a Locally Engaged Staff (LES) appointment. All LES provide essential in-country knowledge, network and continuity at the elected overseas post.
- LES employees are not Queensland public service officers. LES employees are engaged under local labour legislation, specific to the market outline under the “location” above and will be remunerated in accordance with the specified markets entitlements.
- Remuneration is paid in VND through a local payroll service provider in Vietnam and will subject to statutory obligations and deductions
- Prospective applicants need to demonstrate that they are eligible to work in the nominated country for the duration of the appointment by legally meeting the local citizenship or visa requirements, which places no obligation on TIQ.
- TIQ does not provide any sponsorships or fund relocation costs for LES appointments.
- TIQ is committed to Zero Harm. TIQ employees are expected to demonstrate safety leadership at all times.
- TIQ values cultural capability, is an equal opportunity employer, and supports a healthy working environment.
- All roles within TIQ are responsible for creating, collecting, maintaining, using, disclosing, duplicating, and disposing of information, as well as managing and using communication devices and public resources. Staff must undertake these tasks in accordance with TIQ information management policies and procedures.
- Service delivery and employee development is supported by a mobile, flexible and agile workforce. You may be required to work in alternative locations or undertake alternative duties on a temporary or permanent basis.
- A minimum three (3) month probationary period may apply to appointees external to the Queensland Government. PLEASE NOTE: this does not apply in all markets as some markets do not have probation permitted in their contracts.
- Travel and some after-hours work may be a requirement of this role.
- Within one month of commencing employment, the successful applicant will be required to disclose any employment as a lobbyist in the previous two years.
- Applications will remain current for a period of up to 12 months and may be considered for other vacancies which may include an alternative employment basis (fixed-term temporary, full-time or part-time).
- If you need any additional support or reasonable adjustments during the recruitment process in order to ensure you can demonstrate your ability to meet the inherent requirements of the role, please advise the panel chair.