

Principal Business Development Manager (LES7) – PN 42641

Unit	International Operations	Class	LES 7.1
Duration	2-year fixed term	Location	Beijing
Contact Details	shanghai.enquiries@tiq.qld.gov.au	Annual Salary	CNY333,422 total annual remuneration including bonus paid under local market obligations

About Us

Headquartered in Brisbane, Australia, Trade and Investment Queensland (TIQ) is the Queensland Government's dedicated global business agency. Through TIQ, the Queensland Government has one of Australia's largest international networks of 16 trade and investment offices in 12 markets. Led by Trade and Investment Commissioners, the offices are a vital connection between international investors and business opportunities in Queensland. TIQ also has a regional Queensland presence across eight locations which work closely with other Queensland Government regional networks to assist firms with export advisory services and investment facilitation.

TIQ is a statutory body governed by a Board under the *Trade and Investment Queensland Act 2013*. For further information on TIQ please visit our website at: <https://www.tiq.qld.gov.au/>.

Why Join Us?

TIQ has entered into an exciting new phase with the release of the [Advancing Trade and Investment: Queensland Trade and Investment Strategy 2017-2022](#) (the Strategy). The Strategy provides an ambitious and exciting agenda designed to drive economic growth and job creation outcomes across Queensland. We are looking for innovative and enthusiastic people to deliver trade and investment outcomes for Queensland.

About the Business Unit

The Beijing office is strategically placed to assist Queensland exporters and investors take advantage of key sector opportunities in agribusiness; food and beverage; health and aged care; energy, resources and mining; sport, science and technology in the North China region.

Your Opportunity

Reporting to the Queensland Senior Trade and Investment Commissioner – China, you will work from TIQ Beijing office and represent the interests of Queensland in the greater China market through the identification, promotion and facilitation of trade and investment opportunities in the Queensland Government's key industry sectors.

Your Contribution (key responsibilities and accountabilities)

To be successful in this role you will:

- Assist the Commissioner to lead and manage TIQ to achieve trade outcomes and contribute to the administrative and operational management of the China network including reporting on activities and outcomes
- Be responsible for delivering the export focused programs in the TIQ China business plan for the North China region including Shandong, Liaoning provinces and Tianjin
- Initiate and manage trade activities in the China market and coordinate and collaborate with TIQ colleagues as required
- Maintain and strengthen Queensland's position in China by development of strategic relations and networks with government representatives and business leaders

- Manage business missions and Ministerial visits including preparation of visit programs and accompanying Ministers and business delegations in Beijing, and other part of North China as directed
- Guide and support Queensland companies to pursue trade and investment opportunities in China including providing market intelligence, business leads, advice, introductions, vetting of partners and assessing opportunities
- Provide advice on trade and investment issues and opportunities for Queensland in China
- Establish and maintain a close working relationship with stakeholder groups across China to assist Queensland exporters gain market entry
- Work closely with and support Queensland agencies, industry groups and research and policy groups that are seeking to co-operate with counterpart organisations in China, including through co-operation agreements
- Provide accurate and timely market intelligence and strategic advice to Queensland agencies, companies and industries about economic development and the business situation in China

This role may require additional duties to be completed as directed

The Ideal Candidate for this Role (key capabilities)

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. Thinks strategically and brings sound commercial acumen, an understanding of government and the credibility to contribute substantially to international trade and investment activities
2. Demonstrates a deep familiarity with China and other key markets in Australia, and has at least 7-10 years business experience
3. Encourages creativity and innovation and demonstrates detailed knowledge in one or more of the Queensland Government’s key industry sectors (agribusiness; food and beverage; health and aged care; energy, resources and mining; sport, science and technology)
4. Demonstrates clear and concise written and verbal communication to accurately report progress and performance
5. Provides advice to stakeholders that is rigorously considered and supported by a clear rationale

High level written and spoken ability in both English and Chinese language is essential.

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

Some business travel is required as part of this role

How to Apply

- Submit your application to the nominated contact and include the following:
 - A current resume, with the names and contact details of two (2) referees – preferably one of whom is a current or immediate past supervisor
 - A cover letter (maximum 2 pages) 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 clear to read using an appropriate font, line spacing and margins

- 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
- Appointments in TIQ are merit based and will be assessed by looking at what you have done previously – the knowledge, skills and experience you’ve built, your potential for development, and your personal qualities

Additional Information

- **This is a Locally Engaged Staff (LES) position and as such terms and conditions of employment are determined by a contract of employment compliant with local labour laws**
- Remuneration is in local CNY currency
- Applicants seeking appointment to any role in TIQ will require a full work rights visa that is valid for the full period of employment and places no obligation on TIQ
- No assistance will be provided with travel to take up duty, taxation, accommodation or overseas living allowances
- As a final stage of recruitment, applicants may be required to sign a declaration of good character and applicants may need to provide consent to TIQ, or our designated agent, to undertake appropriate background checks. These may include background checks with previous employers, police checks, checks of academic qualifications and others
- A minimum three-month probationary period will apply
- 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
- Service delivery and employee development is supported by a mobile, flexible and agile workforce. You may seek, or may be required to, work in alternative locations or undertake alternative duties on a temporary or permanent basis
- In addition to salary, TIQ will make mandatory employer contributions required by legislation
- 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 preceding 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 (temporary, full-time or part-time)