

# BUSINESS DEVELOPMENT MANAGER

## EDUCATION AND INVESTMENT

### AOPL 4

## INFORMATION PACK

**Position Number:** 1028

**Classification (APL):** Austrade Performance Level 4

**Salary:** \$85,900 CAD

**Term:** Temporary – 12 month opportunity

**Group:** International Operations

**Division:** Americas and Europe, Middle East & Africa

**Reports to:** Consul-General and Senior Trade Commissioner Toronto

**Location:** Toronto, Canada

**Security Clearance:** Entry Level (Overseas Engaged Employee)

### ABOUT AUSTRADE

The Australian Trade and Investment Commission—Austrade—contributes to Australia's economic prosperity by helping Australian businesses, education institutions, tourism operators, governments and citizens as they:

- › develop international markets and promote international education
- › win productive foreign direct investment
- › strengthen Australia's tourism industry
- › seek consular and passport services

To read more about Austrade, please click [here](#) and for more on the Executive Group please click [here](#).

### DUTIES

Austrade is seeking a self-motivated candidate, who can proactively work with Canadian companies to attract them to establish operations in Australia and support Australia's education sector. The Business Development Manager (BDM) is responsible for identifying new opportunities for research partnerships and academic linkages between Australia and Canada. The BDM will produce innovative promotional activities, undertake targeted outreach with Canadian companies to promote foreign direct investment in Australia, and support Australian education institutions.

This is a temporary contract for a period of 12 months, commencing 17 September 2017. The successful candidate will have demonstrated experience delivering business outcomes and working with the senior level executives and a good understanding of the Canadian education sector.

- › Proactively develop and implement initiatives in Canada to position Australia as a key partner for research collaboration.
- › Attract and facilitate productive foreign direct investment from Canada to Australia in priority sectors such as health sciences and digitech, in partnership with Austrade's global industry teams.
- › Maintain extensive business networks at the senior level including with top education institutions and relevant government organisations.



- › Provide timely and relevant market research and intelligence on emerging trends and opportunities to Australia's international education sector through submissions to the Market Information Package (MIP).
- › Manage and deliver in-market programs (missions, visits, roundtables, seminars and conferences) to develop and win new business.
- › Represent Austrade at events by delivering presentations to promote the opportunities for investment in Australia and the benefits of educational partnerships.

## WHAT WE ARE LOOKING FOR

Given the nature of what we do, we thrive when our teams are made up of people from different backgrounds, cultures, genders, education, training, interests and skills. There are six particular aspects we will consider when looking for the best fit for this role:

- › Project management skills with an emphasis on taking personal responsibility for meeting objectives and completing work to a high-standard.
- › Ability to communicate with influence, focusing on presentation skills and developing written value propositions (tailored specifically for companies looking to grow and invest).
- › High level networking skills and a strong network of corporate contacts in priority industry areas such as health science, digitech and with leading education institutions.
- › Developed research skills to gather and investigate information from a variety of sources and exploring new initiatives which meet industry best practice.
- › Well-honed interpersonal and communication skills in order to work collaboratively within the team and with external clients.
- › A tertiary degree in international business, marketing, education or a related discipline, combined with at least 5 years of relevant work experience in business development, international education or marketing is required.

## APPLICATION

Your application should outline how your skills, experience and qualifications make you a strong candidate for this role, by framing your response around the skills and abilities identified under "What we are looking for" above. Please limit your response to 800 words. As part of your application you will also need to provide:

- › Current resume
- › Contact details of two referees.

Applications will be accepted via Austrade's online recruitment system, eRecruit. Submit your online application through the [Austrade Employment Page](#) by **11:30 pm (Toronto time) 23 June 2017**.

The Australian Trade and Investment Commission in Toronto will not accept phone calls or email inquiries regarding the application process. Only candidates who complete their application in Austrade's online recruitment system will be considered.

For assistance with the online recruitment system contact [Recruitment](#).

## ELIGIBILITY

To be eligible to apply you must have:

- › **Work Authorisation** - To be eligible for employment with Austrade Toronto, applicants must be legally authorized to work in Canada.
- › **Language** - The position requires a highly motivated team member, fluent in written and spoken English



Australian Government

Australian Trade and Investment Commission



- › **Security Clearance** - The successful applicant must be willing to undergo Austrade’s pre-engagement assessment process and be willing to undergo security clearance to the level of Overseas Engaged Employee Security Clearance as a condition of employment.

## GENERAL INFORMATION

### Referee checks

A referee check will be used as part of the assessment method. Your two listed referees will be either a current or previous supervisor and/or manager that has worked with you for at least three months and can provide direct relevant knowledge of your skills, knowledge and/or experience, and performance. Referees may be asked to verify or comment on claims made by the applicant in the application or at interview. The referee reports may be provided to the Austrade Vetting Team for the pre-engagement assessment process.



### Selection notification

Successful candidates will be notified via phone where a verbal offer will be made. Unsuccessful interviewees will be notified via phone and/or email and be given the opportunity to seek feedback. Due to limited resources and a high number of applications across all roles we are not able to provide individual feedback for applicants who are not selected for interview.

### Equal Employment Opportunity

Austrade offers equal employment opportunity conditions and is a gold member of the Australian Network on Disability.

### Languages

Language skills including but not limited to Austrade priority languages are desirable or highly desirable for all Austrade positions.

#### Priority Languages

- › Arabic
- › Bahasa Indonesian
- › Cantonese
- › Hindi
- › Japanese
- › Mandarin
- › Spanish

#### Other specialist Languages

- › Bahasa Malay
- › French
- › German
- › Italian
- › Korean
- › Polish
- › Portuguese
- › Russian
- › Thai
- › Turkish
- › Vietnamese

