



Australian Government

Austrade

# South Australia Business Development Manager, Guangzhou

Job Information Pack

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<b>Classification:</b>	Austrade Overseas Performance Level C (AOPL C)
<b>Total cash compensation:</b>	CNY193,092 - CNY257,456 per annum
<b>Location:</b>	Guangzhou, China
<b>Employment term:</b>	3 Year Fixed-Term Contract
<b>Reports to:</b>	Trade and Investment Commissioner China Country Director, South Australia Government
<b>Position number:</b>	2669

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## The role

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 (FDI)
- strengthen Australia's tourism industry
- seek consular and passport services.

This position, located in Guangzhou, plays a key role in identifying, developing and promoting business opportunities in South China for South Australian companies, as well as attracting investment from South China to South Australia. The South China region is comprised of the provinces of Guangdong, Hainan, Fujian, Hunan and the Guangxi Zhuang Autonomous Region. Shenzhen is a major priority for Austrade's efforts in the region. This position will work closely with South Australia based teams and other South Australia representatives based in Shanghai, Jinan and Hong Kong.

## Duties include:

- Develop, qualify and follow up opportunities to increase South Australia exports to the South China market by providing a wide range of high-quality services to South Australian companies.
- Undertake market research, collect relevant industry information, and market trends for South Australian companies in key industry sectors in South China.
- Establish and maintain relationships with key in-market companies, industry representatives, government agencies and other stakeholders in South China on behalf of South Australia.
- Be responsible for the delivery of value-added business matching activities such as trade displays, inbound and outbound missions, investor events and market visits, to achieve set performance targets at both the individual and team level.
- Organising and supporting trade visits and missions and arranging visit programs involving resources in China and support from staff of the Department for Trade and Investment.

- Develop and follow up potential investment opportunities in key sectors of South Australia.
- Contribute to the development and delivery of the Business Plan for South Australia in South China, and achievement of team and individual outcomes.
- Support South Australia China teams for any of all above activities where required.
- Maintain accuracy of information in Austrade's Business Systems to deliver accurate and timely reporting and effective relationship management.
- Maintain Austrade standards and policies, including diversity in the workplace, ethical practice and compliance with audit requirements.

## Eligibility

To be eligible for consideration and appointment you must have:

- **Work Authorisation** - to be eligible for employment with Austrade in China, candidates must be legally authorised to live and work in China at the time of appointment.
- **Language** - the successful candidate must be a highly motivated team member, fluent in written and spoken English and Mandarin.
- **Security Clearance** - the successful applicant must be willing to complete an Entry Level Screening Pack and be confirmed as a suitable person to access Government resources prior to commencement in the role.

## Contacts

After reading this 'Information Pack' should you require additional information you are encouraged to contact **Sissy Chen** on +86 20 2887 0108.

For assistance with the online recruitment system please contact the **Corporate Support Team** on +61 (2) 9392 2222.

Applications will only be considered when submitted through Austrade's online recruitment system. All applications received before the closing date will be reviewed, however, the selection panel holds complete discretion to close a position prior to the listed closing date if deemed necessary. The selection panel also has the discretion to consider further applications after the closing date.

## Application closing date

Applications close **11:30pm, Thursday 7 April 2022 (China Standard Time)**.

## What you'll need to be successful

The **South Australia Business Development Manager** will have:

- A minimum 5 years' experience in business development and/or marketing experience in international organisations.
- Demonstrated track record of achieving results in a commercial environment with a particular emphasis on bringing products to market and new business facilitation and investment attraction.
- Good understanding of South Australia's industry, export and investment capability, and experience in one or more of South Australia priority sectors of focus as below will be highly preferred:
  - Food, Wine and Agribusiness
  - Health & Medical
  - Energy & Mining
  - Green Economy
  - International Education
  - Creative Industries
- Existing strong commercial networks in South China in South Australia priority sectors and an understanding of the operating environment for South Australia exporters and investors in South China is important and required.

- Proven strong ability to be outcome focused, think and act strategically and be able to help position South Australia key focused industry in South China through various business development channels.
- Demonstrated skills in the development and management of productive working relationships with key stakeholders and ability to utilise network to achieve business results.
- Advanced communication skills, with the ability to clearly articulate complex concepts/ideas and to professionally represent South Australia.
- Strong experience in project and events planning, development, management and delivery.
- Strong demonstrated experience in business planning and execution of business plans within a team environment
- A bachelor or higher degree in international business, marketing or related discipline.
- Excellent presentation and communication skills in English and Chinese (include interpersonal, negotiation, influencing and business writing skills)
- Experience working as part of a team across multiple locations in a performance driven culture.
- Awareness of the digital environment and how to engage with clients in a digital first manner.
- Confidently use digital workplace tools to solve problems, be productive, connect and collaborate with others.

## What we need from you

Tell us in less than 800 words why you are the right person, what you can offer, and how your skills, knowledge, experience and qualification are relevant to the role.

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role. Please attach a concise resume to your application which clearly outlines your work experience, educational qualifications and relevant skills.

In the application form you will need to provide the details of two referees who can attest and validate your credentials and suitability for the role.

## Strength in diversity

Austrade is committed to providing a work environment where staff can confidently bring their full selves to work. A truly diverse agency is one that is capable of retaining a broad talent base while best serving its clients and connecting to its global network of employees.

The **Diversity and Inclusion Strategy** sets out how Austrade will continue to build a space where everyone can bring their perspectives, creativity, and skills to the work of the agency. It is the roadmap for how Austrade will strengthen its position as an employer of choice.

Given our commitment to diversity and inclusion, Austrade actively encourages applications from people with disabilities, LGBTIQ people, women, and people with diverse linguistic and cultural backgrounds.

## Benefits of working for Austrade

Feedback from our staff tells us that Austrade is great place to work, benefits include:

- Embedded diversity and inclusion employee networks
- A high performance culture
- Global, flexible and diverse organisation
- Generous leave provisions
- Supportive working environment.

Want to know more about working at Austrade? Click [here](#).

