

Business Development Manager, Education

Status	Temporary (24 months)	Annual Remuneration	CNY ¥220,681 - ¥234,470	Location	Beijing
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Contact: shanghai.enquiries@tiq.qld.gov.au

Are you looking for a role that:

Challenges you?

Offers flexible working arrangements?

Contributes to positive impacts for Queensland businesses?

Allows you to be part of a multicultural and linguistic team?

Is part of an organisation with a global presence?

If so, then this is your opportunity to join Trade and Investment Queensland (TIQ) – a statutory body of the Queensland State Government, Australia that assists exporters to break into emerging and established markets and promotes Queensland as an international supplier of choice and preferred investment destination. Find out more about us: <http://www.tiq.qld.gov.au/who-we-are/>

Why join us?

At TIQ, we are passionate about supporting local businesses, and promoting Queensland at every opportunity. We have a strong sense of making a difference for Queensland businesses and the Queensland economy, and we value the opportunity to work with colleagues from varied backgrounds, nationalities and parts of the world.

The International Education and Training Unit (IETU) within TIQ is the peak government agency for the Queensland International Education and Training (IET) industry. The unit has received record funding from the Queensland Government and will finalise the International Education and Training Strategy to Advance Queensland in 2016 www.tiq.qld.gov.au/iet-strategy.

If this sounds like you, come and join us!

Position Purpose

Reporting to the Queensland Government Senior Trade Commissioner – China, you will help to represent the interests of Queensland in promoting and supporting Queensland's emerging opportunities through the promotion and facilitation of trade and investment opportunities and the provision of assistance in business activities for Beijing and China.

Reporting relationship/s

This role reports to the Queensland Government Senior Trade Commissioner – China and is accountable to the Executive Director IETU for operational delivery of IET Strategy.

More about your key responsibilities:

- Work with and support Queensland businesses to achieve trade and investment outcomes in Beijing and China.
- Undertake market research and analysis to inform the International Education and Training Unit (IETU) on a monthly basis on shifts in Government policy, skills shortages and other commercial opportunities. This market intelligence will inform your development and implementation of action plans and strategies for the education and training sectors.
- Establish and maintain effective high level relationships and networks with governments in Chinese central and provincial government, the education authorities in particular, and with the education industry and institutions, agents, employers and Chinese media.
- Organize and support generic promotions for IETU, Queensland universities, Vocational Education and Training providers, ELICOS providers and schools.
- Identify and recommend business and marketing and public relations opportunities or initiatives to IETU and Queensland international education sectors and assist in business/contract negotiation.
- Provide strategic advice and on-ground support to Queensland's existing and future offshore education projects in China, including professional development, Joint-Venture programs and offshore programs.
- Liaise with Queensland Government departments, overseas Government agencies, trade and investment offices and industry organisations to assist Queensland international education and training organisations.
- Provide advice as required on significant developments in the economic and business environment that impacts on the Queensland Government and Queensland international education and training business interests.
- Initiate and co-ordinate business seminars or events that promote Queensland products / services and firms and showcase major Queensland successes.
- Assist senior representatives from Queensland institutions for outbound and inbound projects and visits, including recommendations of key contacts to include in visit programs.
- Credential checking of potential Chinese education and training representatives / agencies.
- Identification of prospective institutions for partnership: joint venture, articulation arrangements, professional training programs.
- Recommendation and creation of visits and meetings with relevant Chinese government authorities, educational institutes and agencies.
- Facilitation in business negotiations and coordination as major on-ground contact.
- Report quarterly to IETU and the Queensland Government Senior Trade Commissioner – China on:
 - Activities/Projects
 - Budget
 - Strategic initiatives

What kind of person are we looking for? (The key attributes)

To determine your suitability for the role, you will be assessed on the following key attributes that link to the key responsibilities for this role:

- Sound knowledge of the Queensland international education and training industry, economic, trade, investment and business environment and issues driving business decisions, particularly as they relate to Queensland exporters.
- Demonstrate high level knowledge of the Beijing, and China business environment.
- Demonstrated abilities in business development, marketing and promotion, including project management, and an understanding of international Government to Government trade relations.
- Highly developed interpersonal and communication skills, including an ability to represent the Trade and Investment Queensland Beijing Office and develop networks with a variety of clients and allies.
- Exceptional written and verbal communication skills
- Excellent reporting skills with an ability to concisely articulate research into recommendations



Do you need more reasons to join TIQ?

- Work for a State Government that is dedicated to helping Queensland businesses to export and to attract investment
- Opportunities for professional development, networking and career progression
- A safe and healthy work environment.

Are you up for the challenge?

Please submit the following for the panel to assess your suitability via email to: shanghai.enquiries@tiq.qld.gov.au

- Your **resume (CV)** which outlines your previous work experience and any other information relevant to this role, including contact details of two referees with a thorough knowledge of your work performance and conduct. Please ensure that one of the referees is your current or immediate past supervisor.
- A **statement** about how your knowledge, skills and experience meet the key attributes as they apply to the responsibilities of the role (maximum of two pages).

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.

Other relevant information

- This is a Locally Engaged Staff (LES) position based in Beijing, China;
- Terms and conditions of employment are determined by a contract of employment compliant with local labour laws;
- Remuneration is in local currency, Chinese Yuan Renminbi;
- Applicants must hold the requisite residential and work permits to take up duty;
- Travel both locally and internationally may be a requirement of the role;
- Some after-hours work to support events hosted by the Trade and Investment Queensland Beijing Office, may be a requirement of the role;
- No assistance will be provided with travel for take up duty, taxation, accommodation or overseas living allowances;
- It is desirable that applicants hold knowledge in the international education and training sector, as well as one or more of the Queensland Government's key industry sectors (resources, agriculture, tourism, education and training and knowledge based industries);
- The role may be subject to criminal history screening;
- Queensland Public sector employees appointed to the role will be required to:
 - take leave without pay from the public sector for the duration of the contract;
 - disclose any disciplinary action taken against them for serious misconduct; and
 - disclose any previous employment as a lobbyist within the last two years.
- A two (2) month probation period may apply.
- Applications will remain current for 12 months.