

Business Development Officer (LES4)

Unit	International Operations	Class	LES4
Duration	Full time – 24 month contract	Location	Shanghai, China
Contact Details	Vera Zhou, TIQ Shanghai Phone:- + 86 21 5292 9090 shanghai.enquiries@tiq.qld.gov.au	Annual Salary	CNY106,300

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 15 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 Shanghai office is strategically placed to assist Queensland exporters and investors take advantage of key sector opportunities in urban development, food and agribusiness, and education and training in the greater China region. Shanghai is TIQ's principal office in greater China and provides direction and support to the other China offices located in Beijing, Guangzhou, Chengdu and Hong Kong.

Your Opportunity

Reporting to the Senior Queensland Trade and Investment Commissioner – China, you will promote and support Queensland trade and investment opportunities across a range of key industries in the greater China region.

Your Contribution (key responsibilities and accountabilities)

To be successful in this role you will:

- Undertake market research to assist TIQ in supporting Queensland business to take advantage of investment opportunities
- Liaise with companies and organisations in Queensland to assimilate information required for market access and trade development
- Undertake attraction activities, including organisation and participation in exhibitions and seminars

- Maintain in-house and external computer databases to ensure access to data and information on industry sectors/companies and individuals
- Assist with business development promotional activities through co-ordination and management of promotional functions, seminars and exhibitions
- Oversee promotional literature stocks and maintain a filing system
- Provide first point of contact for general enquiries by telephone, in person and email correspondence
- Provide administrative support to the Office Manager and Business Development team, including the compilation of regular reports
- Assist in the preparation of, and support for, visits by the Premier, Ministers, and parliamentary and business delegations

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. Supports strategic direction through understanding of international trade and investment activities
2. Demonstrates sound level of knowledge and experience in administrative and research skills
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

While there are no mandatory qualifications for this role, knowledge and experience using the Microsoft Office suite of programs (Excel, Word and Outlook) are required

Fluency in Mandarin and English is highly desirable

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 based in Shanghai, China
- Terms and conditions of employment are determined by a contract of employment compliant with local labour laws
- Remuneration is in local currency
- 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)