

# DIRECTOR, NSW TRADE & INVESTMENT

LOCATION: KUALA LUMPUR (MALAYSIA)

## INFORMATION PACK

**Position Number:** 4031

**Classification:** Austrade Overseas Performance Level 4

**Salary:** range \$123,000 – \$185,000MYR (gross) to commensurate with skills & experience

**Term:** Two-year fixed term contract

**Reports to:**

Senior Trade & Investment Commissioner, Kuala Lumpur; & Director, International Network, NSW Trade & Investment

**Division:** Asian Markets

**Security Clearance:** Entry Level

**Location:** Kuala Lumpur (Malaysia)

### 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 (FDI)
- › 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](#).

### ABOUT NSW TRADE AND INVESTMENT

NSW Trade & Investment helps grow economic wealth and create jobs in New South Wales - Australia’s most populous State.

This is achieved by promoting the State’s capabilities in priority sectors, attracting and facilitating investment in new or expanded operations in New South Wales, supporting New South Wales exporters seeking to expand internationally, and providing strategic support to regional businesses and communities.

For more information visit: [www.trade.nsw.gov.au](http://www.trade.nsw.gov.au).

### THE ROLE

The position requires a highly motivated individual with significant experience in business development, preferably in an international environment, to deliver the Austrade/NSW Trade & Investment Strategy for Malaysia by undertaking the following activities:

- › Identify productive FDI projects and leads for the New South Wales (NSW) economy;
- › Identify opportunities for priority industries/markets for NSW export ventures;
- › Develop and maintain extensive and relevant in-market networks;
- › Maximise impact and results of NSW Government activities such as ministerial and trade missions, market visits and international events.

**Duties:**

- › Proactively identify, target and work closely with potential corporate investors in Malaysia in collaboration with the Austrade investment team. This includes industry research and segmentation, targeting and qualification of potential investment clients and presentation of tailored industry capability information and the commercial benefits of investing in NSW.
- › Represent NSW by delivering presentations at business events to promote the advantages of NSW as a location for FDI and trade partnerships.
- › Apply strategic thought to identify and report issues or barriers for investment to the NSW Government and to propose innovative solutions which will increase commercial outcomes.
- › Develop and maintain extensive senior level business and industry networks in Malaysia and in NSW. This will include other Government agencies and key government officials and allies such as industry associations, regional economic development groups and corporate advisory firms.
- › Assist with trade related enquiries around agreed major trade opportunities in discussion with the Senior Trade & Investment Commissioner.
- › Support the Sydney Australia brand and Australia Unlimited approach.
- › Work with universities, educational institutions and tourism organisations to highlight NSW as an educational, business and tourist destination.
- › Assist with the promotion of the Significant Investor Visa (where appropriate) and other related visa programs for the State.
- › Actively apply Austrade business practices and maintain accuracy of information in all Austrade Business Systems to deliver accurate and timely reporting and effective relationship management.
- › Contribute to knowledge creation within Austrade, by adopting information practices, sharing knowledge and information and by embracing best practice and development opportunities.
- › Work collaboratively within the Austrade network to contribute to service delivery and achieve desired outcomes, while upholding the Australian Public Service (APS) Values, Employment Principles and Code of Conduct and Work Health & Safety (WHS) principles.

**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. We will consider the following when looking for the best fit for this role:

**MANDATORY**

1. Demonstrated track record of achieving results in a commercial environment and the ability to apply this experience to investment promotion and facilitation work.

2. Minimum 5 years' in a business development or related role including demonstrated experience in client relationship management encompassing client identification, relationship building and solution selling, as well as proven ability to identify and utilise a senior business network to help achieve results preferably in an international context.
3. Excellent presentation and communication skills (including interpersonal, negotiation, influencing and business writing skills).
4. Excellent understanding of the benefit of FDI and the capacity to understand and promote NSW's comparative advantage, government policy and business support programs.
5. Strategic and analytical skills and proven problem solving abilities.
6. Experience in business planning and execution of business plan within a team environment.
7. Well-developed time management skills and proven experience of working independently and in a team.

## DESIRABLE

- › Industry knowledge of one or more of NSW Trade and Investment's priority sectors would be highly regarded.

## ELIGIBILITY

To be eligible to apply you must have:

- › **Work Authorisation** - To be eligible for employment with Austrade Kuala Lumpur, applicants must currently be legally authorized to work in Malaysia. (Austrade will not be able to provide any sponsorship letter nor be directly involved in the work visa application process.)
- › **Language** - The position requires a highly motivated team member, fluent in written and spoken English.
- › **Security Clearance** - The successful applicant must be willing to undergo Austrade's pre-engagement assessment process and be willing to undergo security clearance to Entry Level as a condition of employment.

## GENERAL INFORMATION

### Employment conditions

This is a locally-engaged position governed by Malaysia labour law and Austrade's Overseas Engaged Employees Terms and Conditions of Employment Malaysia.

The stated gross salary per annum is inclusive of a deferred salary payment of 2 months' salary.

Austrade Malaysia offers medical insurance for all staff, and will make mandatory employer contributions to the Employee Provident Fund & SOCSO.

Please note that this position will be filled locally, under local employment conditions. Austrade does not provide travel assistance to take up the position.

### Referee checks

Referee checks will be used as part of the assessment method. One of 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

Applications will be assessed by a Selection Panel and a shortlist established for interview. Once interviews are held, an offer will be made to the applicant considered as most suitable for the role (generally within 6 to 8 weeks of the closing date for applications). Unsuccessful applicants will be advised by email. 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.



## APPLICATION

Access the application form online via at [www.austrade.gov.au/Director-NSW-KL](http://www.austrade.gov.au/Director-NSW-KL).

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.

Austrade in Kuala Lumpur 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 technical assistance with the online recruitment system, please contact [Recruitment](#).

## CLOSING DATE

Applications close on Wednesday **20 December 2017** at 5:00 pm Kuala Lumpur time.