BUSINESS DEVELOPMENT MANAGER (EDUCATION)
Washington DC

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

• develop international markets;
• win productive foreign direct investment;
• promote international education;
• strengthen Australia’s tourism industry; and
• seek consular and passport services

We achieve this by generating market information and insight, promoting Australian capabilities, developing policy, making connections through an extensive global network of contacts, leveraging the badge of government offshore and providing quality advice and services.

Specifically, we:

• Help Australian companies to grow their business in international markets, including through administration of the Export Market Development Grants (EMDG) scheme and the TradeStart program.
• Provide coordinated government assistance to attract and facilitate productive foreign direct investment (FDI) into Australia.
• Promote the Australian education sector in international markets and assist Australian education providers with market information.
• Provide advice to the Australian Government on its trade, tourism and investment policy agenda.
• Develop policy, manage programs and provide research to strengthen Australia’s tourism industry and to grow Australia’s tourism market share.
• Deliver Australian consular, passport and other government services in designated overseas locations.
• Manage the Building Brand Australia program to enhance awareness of contemporary Australian skills and capability and enrich Australia’s global reputation.

Position Description

Title: Business Development Manager
Division, Unit, Location: International Operations, Established Markets, Washington DC

Position Number: 2791
Level: Austrade Overseas Performance Level (AOPL) 4

Term: Ongoing
Reporting to: Senior Trade Commissioner, Washington DC

Role:

Business Development Manager

This position, located in the Australian Embassy in Washington DC is a key business development role to effectively market and promote Australian education and training services contributing to the growth in demand for Australian education, the repositioning of Australia as a provider of high quality education services to international students and to the building of a sustainable Australian international education sector. The position contributes to Austrade’s broader commercial focus by leveraging and expanding business networks and identifying and promoting relevant trade, investment and education opportunities.

The position requires a highly motivated senior team member with a high level of initiative and experience in business development, preferably in an international environment.

Knowledge of, or experience and contacts in the American education and research sectors would be an advantage.

Duties:

- Proactively identify new opportunities and develop and implement associated initiatives in the US to position Australia as a provider of high quality education and training services and a key partner for research collaboration and investment.

- Contribute to Austrade’s investment attraction priorities in the US by identifying and developing industry specific education, training and research collaboration initiatives in partnership with industry teams.

- Develop and maintain extensive business and industry networks. This will include engaging effectively with education institutions, companies, government and non-government organisations and individual institutions, both in Australia and in the US.

- Provide timely and relevant market research and intelligence on current market developments and opportunities to Australia’s international education sector, including subscribers of the Market Information Package (MIP).

- Utilise the Future Unlimited brand where appropriate to address key perceptions and to promote consistent messaging about Australia’s education system.

- Manage and deliver in market programs (missions, visits, roundtables, seminars and conferences) to develop and win new business. Represent Austrade at such events by delivering presentations to promote the advantages of Australia as a location for education and research.

- Utilise internal databases and knowledge management systems to support work practices.

- Maintain Austrade standards and policies, including diversity in the workplace, ethical practice and occupational health and safety principles and compliance with audit requirements.
Selection Criteria

The selection criteria highlight the essential components (skills, experience and qualities) that are required to perform in the role effectively.

You will be asked to respond to specific assessment questions through the online application form. Your answers will be used to assist the Selection Panel in assessing your application.

Your answers will form part of the overall assessment and are essential for you to demonstrate how your skills and experience support you as a suitable candidate for the role. Applicants who do not answer the online application questions as requested are unlikely to be considered for a position with Austrade.

Please briefly describe how you meet each of the criteria described below in no more than 1 - 2 paragraphs per criteria.

### Selection Criteria:

1. Sound experience in (or demonstrated ability to develop knowledge/understanding of):
   - Factors and decisions relevant to business development, trade, in-market skills training delivery and investment;
   - Government policies and practices relevant to trade, skills development and investment, including relevant assistance programs for Australian business;
   - Australian capability across the education sector relevant to the US.

2. Demonstrated high level communication skills (includes interpersonal, negotiation, influencing and business writing skills) with a particular ability to represent Austrade and Australia in a professional capacity to a broad range of audiences.

3. Demonstrated skills in the development and management of productive working relationships (includes: clients, customers, internal/external bodies, partners etc.) as well as proven ability to utilise a network to help achieve business results.

4. Ability to set priorities and accomplish tasks in a systematic way through research and analysis, strategy development, implementation of initiatives and action plans to ensure successful achievement of agreed outcomes.

5. Demonstrated capacity to contribute to the leadership & management in the US team, providing a clearly articulated strategic direction and managing towards the achievement of performance outcomes in a public sector environment.

6. Demonstrated ability to work independently and as part of a team to deliver business outcomes.

Assessment

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 (anticipated within 4 weeks of the closing date for applications).

Unsuccessful applicants will be advised by email.
Employment terms
This is a locally-engaged position governed by Austrade’s Overseas Engaged Employees terms and conditions and labour laws of the US.

Salary
This position is at Austrade Overseas Performance Level (AOPL) 4 with a commencement salary of $81,372 USD per annum (gross). Salary advancement can be approved after six months of service, subject to a positive performance appraisal.

Mandatory Requirements:
- Education:
  - Minimum Bachelor level relevant tertiary qualification, (for example but not limited to International Business/Economics/Marketing or industry-related disciplines).
- Experience:
  - Minimum 5 years of experience in a business development or a similar role.
- Industry knowledge:
  - Knowledge of and business development experience in Education and Research-related sectors in the US.
- Language Proficiency:
  - Applicants must be fluent both in written and spoken English. Shortlisted applicants may be first tested by telephone prior to Austrade committing to interview.
- Residency and Work Permit:
  - Applicants must hold proof of rights of residency and employment in the US.
- Ability to utilise sophisticated computer based systems to support work practices, including delivery of client services.
- Applicants must consent to Austrade’s security background checking process to secure the required level of security clearance.

Equal Employment Opportunity
Austrade offers equal employment opportunity conditions.

Background information
Austrade encourages applicants to visit our website www.austrade.gov.au to obtain background information about Austrade, its role as the Australian Government’s trade promotion agency and its services to business.

Contacts
For assistance with the online recruitment system contact hramericas@austrade.gov.au.

Australian Trade Commission in Washington DC 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.
Access the application form online - Applications are to be lodged via Austrade’s on line recruitment system via https://austradejobs.nga.net.au/?ati=5e751cbe-96ad-b6da-73db-80115c4e9f59

Once you have registered, confirming that you meet the requirements for the position, and entered the application form you will be asked to provide some information.

Applicant Details - Introductory section containing your contact information.

Assessment Questions - Your responses will assist the selection panel in assessing your claims against the selection criteria. Please provide sufficient detail about your level of experience, skills and knowledge in your response by giving examples from your past experience (education, voluntary or in work) demonstrating how you successfully carried out a similar task or responsibility.

Please be brief and limit your responses to approximately 200 to 400 words.

Employment History - When completing the most recent employment details please note that you should provide only a brief statement as to the employer’s industry and your duties. The amount of text entered will be limited by the system. The form does not require information about other (previous) employers. This should be included in your resume.

Reference Details - Please include details of two referees we may contact for a reference.

Education and Languages - Again please be brief and only include relevant qualifications. The amount of text you can enter will be limited by the system. Further information can be provided as part of your resume.

Attach your resume - Once you have completed the required form fields please ensure that you attach your resume and up to three additional documents if you wish.

IMPORTANT:

Applications Close at 11:00 PM on Sunday, 1 February 2015 (Washington DC time)

Also please note

- Austrade's online recruitment system automatically locks-out applicant access at the advertised Job Close time and date

- Applicants should download all information prior to the position closing. Once the vacancy has closed for applications, you will not be able to access the information

- Video conference and telephone interviews are often used by Austrade when selecting candidates