

## Principal Investment Manager – North America (LES 7)

<b>Unit</b>	International Operations	<b>Class</b>	Locally engaged LES 7.1
<b>Duration</b>	Full-time	<b>Remuneration</b>	USD142,300 total salary per annum plus prescribed benefits
<b>Location</b>	San Francisco, USA	<b>Closing Date</b>	16 October 2020 (5pm QLD)
<b>Contact Details</b>	<a href="mailto:hr-international@tiq.qld.gov.au">hr-international@tiq.qld.gov.au</a>	<b>Job Ad Reference No.</b>	TIQNALES72020

### About Us

Headquartered in Brisbane, Australia, Trade and Investment Queensland (TIQ) is the Queensland Government's dedicated global business agency. TIQ plays a critical role in helping to deliver the Queensland Government's economic plan through assisting Queensland exporters take their products to world markets and promoting Queensland as a preferred destination for investment.

TIQ has a global network of 16 international offices, and eight regional offices, supporting Queensland exporters to do business overseas and to attract international investment into Queensland.

TIQ was established as a statutory body under the *Trade and Investment Queensland Act 2013*, to contribute to economic and social benefits for Queensland by facilitating, supporting and encouraging trade, investment and other commercial opportunities for Queensland, including between Queensland and foreign countries. For further information on TIQ please visit our website at: <https://www.tiq.qld.gov.au/>.

### Why Join Us?

TIQ's Vision is for a prosperous future for Queensland – underpinned by diversified exports and high-value international investment that creates jobs and sustains a strong, vibrant and innovative economy.

The agency contributes to whole of government trade and investment outcomes by implementing 22 initiatives under the *Advancing Trade and Investment: Queensland Trade and Investment Strategy 2017-2022* (T&I Strategy) and 36 initiatives under the *International Education and Training Strategy to Advance Queensland 2016–2026* (IET Strategy).

### About the Business Unit

Situated within the North America region, the San Francisco office is strategically placed to assist Queensland exporters and investors to take advantage of key sector opportunities in technology, innovation, mining and resources, construction, and food and agriculture in the market.

### Your Opportunity

Reporting to the Queensland Trade and Investment Commissioner – North America, you will represent the interests of Queensland in market through the identification, promotion and facilitation of foreign direct investment opportunities. You will provide assistance in business activities as required and be responsible for developing and maintaining effective networks, consultation, negotiation and liaison with key stakeholders to deliver investment outcomes to Queensland.

### Your Contribution (key responsibilities and accountabilities)

To be successful in this role you will:

- Represent and advocate for the interests of Queensland in North America by initiating and managing investment activities in agreed, specific technologies and market sectors

- Work with the Queensland Trade and Investment Commissioner - North America and the Director, Investment in advancing Queensland strengths as a highly attractive destination for investors and supporting the foreign direct investment strategy for TIQ across the North American market
- Support the Queensland Trade and Investment Commissioner - North America in maximising economic development outcomes for Queensland and provide specific advice on current and potential trade and investment issues and opportunities for Queensland in North America
- Identify, recommend and implement approved strategies for promoting and improving trade and investment between Queensland and North America
- Work with a broad range of private and public sector stakeholders to facilitate trade and investment opportunities for Queensland in North America
- Assist stakeholders in North America to identify and take advantage of trade and investment opportunities in Queensland
- Plan and implement programs for visiting North American business and investor delegations to Queensland and actively co-ordinate and support visits by Queensland Government Ministers and officials to North America
- Provide strategic links with targeted businesses to deliver maximum growth and export and investment opportunities for Queensland
- Contribute to the development of Queensland's trade and investment attraction strategies

*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. Thinks strategically and brings sound commercial acumen, an understanding of government and the credibility to contribute substantially to international investment activities
2. Demonstrates a deep familiarity with North America and Australia and have at least 7-10 years related business experience
3. Provides advice to stakeholders that is rigorously considered and supported by a clear rationale
4. Demonstrated ability to contribute to the formulation of strategic priorities then support these with purposeful and systematic actions.
5. Possesses excellent communication and negotiation skills and has a high level of resilience while operating in a high-pressured environment with competing priorities.

*While there are no mandatory qualifications for this role, practical experience in foreign direct investment or international business and/or qualifications in international business or a related discipline will be well regarded*

### How to Apply

- Submit your application via [www.indeed.com](http://www.indeed.com)
- To be considered your application must include the following two documents:
  - **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 1,000 words)** 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
- Criminal history checks will be undertaken on the preferred applicant(s). A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment with Trade and Investment Queensland. If information is received that may exclude you from further consideration, you will be given an opportunity to respond and your response will be taken into account in the evaluation process
- The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment
- 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

- Applicants seeking appointment will require a full work rights for the United States of America that is valid for the full period of employment and places no obligation on TIQ
- 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
- All roles in TIQ are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices and public resources. Staff must undertake these tasks in accordance with the department's information management policies and procedures.
- 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
- A minimum three (3) month probationary period will apply
- Travel and some after-hours work may be a requirement of this role and it is an exempt position.
- 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)
- If you need any additional support or reasonable adjustments during the recruitment process in order to ensure you can demonstrate your ability to meet the inherent requirements of the role, please advise the panel chair