



## Business Development Manager - Missions (LES 5)

Trade and Investment Queensland Japan

Role status	Primary location
12 month fixed term contract	Tokyo, Japan
Role type	Job ad reference
Full-time	48205_BDMM_Japan
Remuneration	Closing date
JPY6,542,866 gross per annum	17 August 2025
Working relationships	Contact
Reports to: Commissioner - Japan Direct reports: nil      am size: 10	Email: <a href="mailto:hr-international@tiq.qld.gov.au">hr-international@tiq.qld.gov.au</a>

### About the organisation

Trade and Investment Queensland (TIQ) is the Queensland Government's dedicated global business agency, where the work we do is truly unique. We shape, promote and strengthen Queensland by facilitating some of the most exciting import, export and investment projects in the world.

TIQ has one of Australia's largest international networks, with offices in over 12 overseas markets. Ideally positioned in the Asia-Pacific region, Queensland is the perfect place for new businesses, talented and skilled migrants, and developing international students to be part of the journey in helping us move Queensland forward. Find out more at <https://www.tiq.qld.gov.au>

### Why TIQ?

A job at TIQ is like no other. Here are four reasons why you should join us:

#### Connect people with opportunity

Connect with people and business owners you wouldn't be able to anywhere else and build meaningful relationships.  
Play an integral part in connecting Queensland to the rest of the world.

#### Forge a purposeful career

Develop yourself personally and professionally by contributing to some of the most inspiring export and investment projects on a global level.  
Gain diverse skills and experience through interesting work that will set you up for a unique and purposeful career.

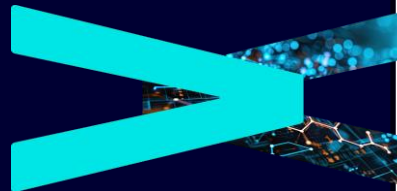
#### Shape and share in our future

Have the opportunity to share your knowledge and experience when it comes to supporting businesses that partner with us.  
Play an active role when it comes to shaping the direction of TIQ, now and for the future.

#### Move Queensland forward

Be part of something unique where the projects you work on and the businesses you support not only strengthen Queensland's economy but also have a global impact.

To find out more about a life at TIQ, visit [Trade and Investment Queensland: Life | LinkedIn](#) and hear more from our employees.



## About the business unit

The Tokyo office is strategically placed to assist Queensland exporters and investors to take advantage of key sector opportunities in education and training, energy and resources, food and agribusiness, construction and tourism in Japan.

## Your opportunity

Reporting to the Queensland Trade and Investment Commissioner – Japan you will be responsible for delivering Ministerial led trade and investment missions to international markets. The main purpose of this role is to coordinate the planning and development of meeting programs, briefing material and correspondence related to Ministerial led trade and investment missions.

This role is based in Tokyo with Monday-Friday office hours and some after-hours/weekend work during visits.

## Your contribution (key responsibilities and accountabilities)

To be successful in this role you will:

- As directed by the Commissioner, contribute to the planning and preparation for Ministerial-led missions to Japan and the North Asia region including logistical and travel arrangements
- Provide support for international trade and investment missions in Japan including programs and planning for visiting business delegations
- Provide support for trade shows and other events involving TIQ Japan including bookings and invitations
- Develop and sustain productive stakeholder relationships in Japan
- Liaise with internal and external stakeholders to coordinate high quality briefing material for visits
- Develop and maintain collaborative working relationships with TIQ colleagues
- Contribute to the planning and preparation of briefing materials and reports arising from Ministerial-led trade and investment missions.
- Other administration duties including providing support to the Corporate Services Manager as directed by the Commissioner

*This role may require additional duties to be completed as directed*

## The ideal candidate for this role (key capabilities)

TIQ recognises that organisational success is driven by excellence in leadership and management, and as an organisation have established the Working together at TIQ behaviours most relevant to success within TIQ.

- |                                     |  |
|-------------------------------------|--|
| • Respect each other                | • Collaborate and cooperate                |
| • Act with integrity                | • Show a positive attitude                 |
| • Take pride in our professionalism | • Recognise and celebrate our achievements |

All team members are expected to embrace and model these behaviours to ensure TIQ achieves success and develops an organisational culture that enables TIQ to meet its current and future strategic objectives.



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. Has strong writing skills, with an eye for detail, including proof reading and preparing documents that comply with TIQ procedures and government standards.
2. Has strong time management skills, enjoys multi-tasking and meeting tight deadlines.
3. Thrives in a high-pressure environment and the challenges of delivering quality results.
4. Enjoys working as a team and planning international travel arrangements, as well as openly sharing knowledge and resources.
5. Contributes to, and participates in, a culture that brings out the best in people.

## Are you eligible to work for TIQ in Japan?

To be eligible for this role, you must:

1. **Work Authorisation** –be legally authorised to live and work in Japan at the time of appointment and provide the required evidence to support your eligibility.
2. **Language** –be fluent in written and spoken English and have at a minimum standard professional level Japanese language
3. **Security Clearance** – the successful candidate must be willing to undertake a screening check and be confirmed as a suitable person to access Government resources prior to commencing in the role.

## How to apply

If you think this role is for you:-

1. Prepare an application as one document of 3 pages (PDF format) that contains:
  - 1 page cover letter telling us why you are interested in the role and what you will bring to this position with TIQ Japan; and
  - 2 page resume that details your work experience and education
2. Send your application by email to Human Resources International [hr-international@tiq.qld.gov.au](mailto:hr-international@tiq.qld.gov.au) with **Email Subject 48205 BDM Missions (and your name)**
3. **Applications close 11.59pm on Sunday, 17 August 2025**
4. Once applications close, they will be reviewed by a Selection Panel and assessed for suitability against the selection criteria. Those who are shortlisted for interview will be notified in due course. This process may take several weeks to complete after the closing date.

## Additional information

- This is a Locally Engaged Staff (LES) appointment. All LES provide essential in-country knowledge, network and continuity at the elected overseas post.
- LES employees are not Queensland public service officers. LES employees are engaged under local labour legislation, specific to the market outline under the “location” above and will be remunerated in accordance with the specified markets entitlements.



- Remuneration is paid in JPY through a local payroll service provider and subject to statutory obligations and deductions
- Prospective applicants need to demonstrate that they are eligible to work in the nominated country for the duration of the appointment by legally meeting the local citizenship or visa requirements, which places no obligation on TIQ.
- TIQ does not provide any sponsorships or fund relocation costs for LES appointments.
- 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 within 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 TIQ information management policies and procedures.
- Service delivery and employee development is supported by a mobile, flexible and agile workforce. You 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 may apply to appointees external to the Queensland Government. PLEASE NOTE: this does not apply in all markets as some markets do not have probation permitted in their contracts.
- 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 previous 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 (fixed-term 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.

*Trade and Investment Queensland is an Equal Opportunity Employer that values the diversity of its people. We do not discriminate based on race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability.*

Trade and Investment Queensland acknowledges the First Nations – Aboriginal peoples and Torres Strait Islander peoples, as the Traditional Owners of the lands throughout Australia, and their connection to country and community.

We pay our respects to all Traditional Owners, and to their Elders past, present and emerging.