

Business Development Officer (LES 3)

Trade and Investment Queensland Japan

Role status	Primary location
12 month fixed term contract	Tokyo, Japan
Role type	Job ad reference
Full-time	44044_BDOJapan
Annual Remuneration	Closing date
JPY4,564,068 gross per annum	17 August 2025
Working relationships	Contact
Reports to: Commissioner – Japan Direct reports: nil Team size: 10	Email: hr-international@tiq.qld.gov.au

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.

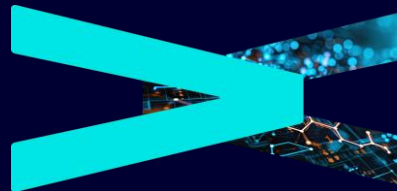
Shape and share in our future

- 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 support the interests of Queensland in the Japanese market through the promotion and facilitation of opportunities in the Queensland Government's key industry sectors. Your good administration and research skills will make you effective in this position.

Your contribution (key responsibilities and accountabilities)

To be successful in this role you will:

- Undertake market research to support Queensland exporters
- Liaise with companies and organisations in Queensland to assimilate information required for market access and trade development
- Assist with organising promotional activities in Japan, including exhibitions, functions and seminars
- Maintain in-house and external databases to ensure access to data and information on industry sectors, companies and clients is available to the team
- Oversee promotional literature stocks and maintain administrative systems
- Provide first point of contact for general enquiries by telephone, in person and other correspondence
- Provide administrative support to the office team
- Provide support for projects undertaken by TIQ in Japan including programs and planning for trade missions and visiting business delegations

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. Prioritises administrative tasks and organises self to meet deadlines
2. Ability to build and sustain positive relationships with team members and clients



3. Demonstrates sound level of knowledge of key industry sectors (resources, agriculture, tourism, education, urban infrastructure and knowledge-based industries)
4. Written and verbal communication is clear and concise
5. Committed 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 highly desirable

Are you eligible to work for TIQ in Japan?

To be eligible for this role, you must:

- **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.
- **Language** –be fluent in written and spoken English and have at a minimum standard professional level Japanese language
- **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 with **Email Subject 44044 BDO (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.