

Principal Business Development Manager - Education & Training (LES7)

Unit	International Operations	Class	LES 7.1
Duration	Full time	Location	Bangalore, India
Contact Details	Mr Gitesh Agarwal Telephone +91 80 4089 2005	Annual Salary	INR1,398,993 gross annual salary (including a one-month deferred salary payment at Diwali)

About Us

Headquartered in Brisbane, Australia, Trade and Investment Queensland (TIQ) is the Queensland Government's dedicated global business agency. Through TIQ, the Queensland Government has one of Australia's largest international networks of 15 trade and investment offices in 12 markets. Led by Trade and Investment Commissioners, the offices are a vital connection between international investors and business opportunities in Queensland. TIQ also has a regional Queensland presence across eight locations which work closely with other Queensland Government regional networks to assist firms with export advisory services and investment facilitation.

TIQ is a statutory body governed by a Board under the *Trade and Investment Queensland Act 2013*. For further information on TIQ please visit our website at: <https://www.tiq.qld.gov.au/>.

Why Join Us?

TIQ has entered into an exciting new phase with the release of the [Advancing Trade and Investment: Queensland Trade and Investment Strategy 2017-2022](#) (the Strategy). The Strategy provides an ambitious and exciting agenda designed to drive economic growth and job creation outcomes across Queensland. We are looking for innovative and enthusiastic people to deliver trade and investment outcomes for Queensland.

About the Business Unit

The Bangalore office is strategically placed to assist Queensland exporters and investors to take advantage of key sector opportunities in infrastructure and construction, education and training, mining and resources, food and agribusiness, and investment attraction in India.

Study Queensland within TIQ is the state-wide leadership group for implementing Queensland's International Education and Training (IET) Strategy (2016-2026). www.tiq.qld.gov.au/iet-strategy. Study Queensland works with Queensland's education and training sectors, including schools, TAFE, private colleges, English language providers and universities to grow and sustain the international education and training sector. The unit is responsible for the Study Queensland brand and associated marketing efforts to promote Queensland globally as an education destination. The unit works closely with 10 regional study clusters to support international students across Queensland.

Your Opportunity

Reporting to the Queensland Trade and Investment Commissioner – India, you will support the interests of Queensland in India and the greater South Asia region through strategic government and industry engagement, promotion and facilitation of trade and investment opportunities in the education and training sector. You will provide assistance in business activities as required.

Your Contribution (key responsibilities and accountabilities)

To be successful in this role you will:

- Establish and maintain effective high-level relationships and networks with India government, education and training authorities, education and training industry and institutions, agents, employers and India's media, select Industry sectors and state Governments.
- Provide high level advice to Queensland providers, regional study clusters on Research & Collaboration, trade and investment opportunities in India including providing market intelligence, business leads, advice, introductions, vetting of partners and assessing opportunities.
- Support initiatives and marketing and promotional activities (such as inbound familiarisation tours, digital campaigns) and managing projects funded by the IET Partnership Fund aligned to the IET Strategy objectives. Also manage and maintain relationship and information exchange with potential Public relations agencies.
- Develop and manage project plans and corresponding budgets for the Initiatives to ensure key milestones are met, risks are identified and mitigated, and the Initiatives are delivered on time
- Foster and strengthen relationships with regional study clusters, partnering organisations to enhance collaboration and partnerships on initiatives that grow Queensland's reputation as a leading study destination
- Provide and regularly update clients with opportunity-specific information, and ensure records and communication are captured in the TIQ's Client Relationship Management system (CRM)
- Identify and recommend business and marketing and public relations opportunities or initiatives to Study QLD and Queensland international education and training sectors and assist in business/contract negotiation
- Liaise with Queensland Government departments, overseas government agencies, trade and investment offices and industry organisations to assist Queensland international education and training organisations
- Identify prospective institutions and industry for partnership: joint ventures, articulation arrangements, and professional training programs, including Vocational Training Opportunities (VET).

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. Supports strategic direction through detailed understanding of opportunities for international education and training sector in Queensland
2. Demonstrates high level experience in government and industry engagement
3. Actively works to understand and support education and training providers,
4. Demonstrates clear and concise, cross-cultural written and verbal communication skills, including negotiation
5. Demonstrates commitment to own development and continuous self-improvement, and sees learning opportunities in everyday work

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

How to Apply

- Submit your application via email to HR-International@tiq.qld.gov.au and include the following:
 - 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 2 pages) 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.
- 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

- This is a Locally Engaged Staff (LES) position
- Terms and conditions of employment are determined by a contract of employment compliant with local labour laws
- Remuneration is in local currency
- Applicants seeking appointment to any role in TIQ will require a full work rights visa that is valid for the full period of employment and places no obligation on TIQ
- No assistance will be provided with travel to take up duty, taxation, accommodation or overseas living allowances
- As a final stage of recruitment, applicants may be required to sign a declaration of good character and applicants may need to provide consent to TIQ, or our designated agent, to undertake appropriate background checks. These may include background checks with previous employers, police checks, checks of academic qualifications and others
- A minimum three month probationary period will apply
- 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
- 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
- In addition to salary, TIQ will make mandatory employer contributions required by legislation
- 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 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)