



Australian Government
Austrade

Australian Trade Commission

Senior Business Development Manager – Clean Tech, Beijing (AOPL4)

The Australian Trade Commission (Austrade) is the Australian Government's official trade promotion and facilitation agency. Our commitment to China includes a network of 12 offices and a staff of more than 80 people.

Austrade Beijing office has a vacancy for the position of Senior Business Development Manager, Clean Tech at AOPL4 level. This role will report to the Trade Commissioner in Beijing. The duties and selection criteria are attached.

Applicants need to be highly motivated, flexible and prepared to work in a performance driven culture, be able to work with minimal supervision and be highly motivated to achieve stated objectives.

Applications for the position must be in writing in English and address the selection criteria and outline qualifications and experience. Applications must be submitted with title of "Application for Senior Business Development Manager, Clean Tech, Beijing" to email at Recruitment.Beijing@austrade.gov.au by Close of Business, Friday, 27 August 2010



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Role:

This role is responsible for leading and managing the team, comprising Austrade Business Development Managers (BDMs). The team's role is to identify and capture opportunities to develop Australian exports to China and Australia-China two-way investment. The successful applicant will also need to provide guidance, insight and strategic advice to Australian companies across clean tech and related industry sectors (in particular, construction and infrastructure).

DUTIES & RESPONSIBILITIES

1. Lead, manage and participate in teams (real and virtual) comprising BDM staff to deliver on Austrade's objectives in clean tech and other specific industry areas in China and North-East Asia. The work of the clean tech team includes exports and investment projects in renewable energy, environmental protection industries, carbon trading, water and waste treatment, and green building.
2. Identify and capture opportunities to develop Australian exports to China and Australia-China two-way investment by providing a wide range of services that add value to Australian companies and industry profile in China, in order to help Australian companies achieve business success in China and ensure the delivery of Austrade's corporate targets and goals.
3. Provide guidance, insight and strategic advice to Australian companies across clean tech and related industry sectors to enable them to meet their business objectives in China. Support and advise on their investment activities in Australia and China. Establish and maintain relationships with key in-market companies, industry players, government agencies and allies in areas of mutual benefit to Australia.
4. Constantly develop new market contacts and networks, and have an ongoing understanding of the changing nature of the China clean tech market, the range of Australian exporters and their capabilities, and the international clean tech trade and investment sectors.
5. Exercise sound judgement to advance effectively Australian interests in a complex business environment and international context..
6. Efficiently manage a constantly changing workload covering diverse industry sectors, industry events, large numbers of clients/customers, within internally and externally driven timeframes.

7. Plan, coordinate and run business matching activities such as trade displays, inbound and outbound missions, investor events and market visits, in order to achieve set performance targets at both individual and team level.
8. Assist Austrade's national and global industry team leaders in setting up team goals and action plans, and lead and coordinate team members in implementing business plans by collective efforts. Maintain communication flow between clean tech, infrastructure and other Austrade China industry sector teams; coordinate joint events and projects across both teams.

SELECTION CRITERIA

1. Demonstrated ability and experience in leading others by example and by direction; ability to align the work of team members with the goals and objectives set by the Post and Team Managers; experience in encouraging and fostering cooperative behaviour between team members to achieve individual and collective development and the achievement of team goals.
2. Demonstrated ability to manage individuals and teams, including: allocation of work, delegation of tasks, assessment of individual and team development needs, coaching and mentoring, supervision of staff, and general team administration.
3. Demonstrated ability to initiate, formulate and implement strategic plans and advice in business, including an ability and willingness to adapt to organizational, personnel and market changes.
4. Educational background and/or work experience (min. 3-4 years) in one or more areas of the clean tech sector or construction/property or infrastructure sectors. Experience in environmental aspects of the construction, design, planning, property management and infrastructure industries would be an advantage.
5. An understanding of Australia's export and investment capability, export marketing principles and practices relevant to the China market and a track record of achievement in export and/or investment facilitation.
6. Extensive market knowledge of China, with a focus on opportunities, buyers and investors of relevance to Australian export and investment capability, in the clean tech sector.
7. High level skills in dealing in the China business and government environment and providing practical and strategic advice to business operating within this complex environment.
8. Understanding of the needs and difficulties confronting Australian exporters in doing business in China and how to provide solutions to overcome these problems to achieve business success.
9. Proven ability to be outcome focused, think and act strategically and be an innovative problem solver, combined with very good judgment in the context of working for a foreign government organization.
10. Highly developed communication skills, with the ability to successfully represent Australia and Austrade and the ability to negotiate and communicate at all levels of government and with other stakeholders.
11. Fluent in written and spoken English and Mandarin Chinese.