

POSITION DESCRIPTION

Senior Officer International Engagement
POS 2268

Directorate:	City Economy and Growth	Department:	City Economy		
Position Grade:	Grade 16	Reports to:	Manager, City Economy		
Last review:	January 2021	Next review:	January 2023	Version No.:	2.0

Position purpose:

The City Economy Unit of Liverpool City Council is responsible for marketing Liverpool as a prime business destination, working with existing businesses in Liverpool to assist firms to grow, innovate and improve their competitiveness. As Council's Senior Officer International Engagement you will work with Commonwealth and State government agencies to develop local markets to promote internationally and influence global companies and stakeholders to invest in the Liverpool Local Government Area (LGA).

Key accountabilities/responsibilities:

Responsible for:

- 1) Reviewing and delivering Council's International Engagement and Trade Strategy. This will include project management, planning, stakeholder and community engagement, strategic framework, analysis and report writing and program implementation.
- 2) Identify and develop engagement and trade opportunities to increase export sales and trade for local businesses
- 3) Providing advice and guidance to Council in the planning of international activities including outbound trade delegations and the hosting of inward investment alliances and business matching for local businesses
- 4) Providing expert advice on trade trends, and best practices
- 5) Developing relationships with appropriate stakeholders to build contacts and networks to understand inward and outbound investment opportunities
- 6) Prepare and co-ordinate complex documentation, presentations, speeches and marketing collateral for Council and the Executive as required
- 7) Support the delivery of other Council initiatives that involves business development, capacity development and promoting the LGA to a global audience
- 8) Undertake other tasks as directed by the Manager, City Economy

Decisions made in the position:

- 1) Collaborate with Council departments to influence policy and program delivery to ensure that the Council's international and business-related projects are well-coordinated.
- 2) Assist departments in managing, analysing, and interpreting data related to trade initiatives
- 3) Identify relevant grants and awards for Council participation

Decisions referred:

- 1) Expenditure above formalised delegation
- 2) Endorsement of policy and initiatives

Key issues/challenges:

- 1) Managing community and business stakeholder expectations and competing priorities.
- 2) Influencing Council's internal policies and processes to incorporate innovative thinking
- 3) Developing and maintaining a multi-disciplinary approach and working across all the Directorates of Council

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Key working relationships:

- Directors and Managers
- External Stakeholders (Business and Community)
- Mayor and Councillors
- Government Departments

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POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences

- Tertiary qualifications in business, international trade, commerce or related discipline
- Current Class C NSW Driver's Licence

Experience

- Extensive years of experience working in either the private or public sector in a role that involved international engagement or areas of export and trade facilitation including delivery of inbound and outbound trade and investment activities
- Experience working with government agencies and/or industry associations to develop trade policies and projects
- Experience working in collaboration with stakeholders to deliver high profile events to promote trade opportunities
- Experience in managing complex projects within a structured reporting framework, on time, to budget and to client satisfaction.
- Strong communication skills, with the ability to convey and impart complex information in an easy-to-understand format, including report writing and presentations.
- Experience in utilising data management systems as well as skills able to be applied to developing and maintaining a client relationship management system.

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity.
- Ability to partner and work in a collaborative environment, leveraging the expertise of a broader team, to deliver successful outcomes.

DESIRABLE CRITERIA

- Working knowledge of identifying and securing relevant Government Grants
- Strong understanding of key international markets for business and civic partnerships

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous