

Department of State Growth

Statement of Duties

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| Position Title: | Trade Support Officer |
| Position number: | 424465 |
| Award/Agreement: | Tasmanian State Service Award |
| Classification level: | General Stream Band 4 |
| Division/branch/section: | Trade and International Relations within Business and Jobs |
| Location: | Statewide |
| Employment status: | Flexible |
| Supervisor: | Trade Development Manager |

About Trade and International Relations

The Trade and International Relations unit within Business and Jobs at State Growth is responsible for connecting the island state of Tasmania to interstate and international opportunities to support the growth of the Tasmanian economy.

We do this by:

- Leading Tasmania's international trade relations and providing sound marketing intelligence for Tasmania to be globally competitive.
- Building Tasmanian business and industry export capability and access, to support market entry, expansion and diversification.
- Connecting export-ready Tasmanian businesses with opportunities through Tasmania's international business development network and global programs.
- Promoting Tasmania's competitive trade advantages globally, while building local attention to Trade Tasmania's activities, services, and market updates to empower businesses.

Position Objective

The Trade Support Officer contributes to building Tasmanian business and industry export capability and market access, to support market entry and expansion.

The position is responsible for supporting the Trade Development Manager on researching, developing, delivering, and evaluation key trade development programs and events to build trade capability and celebrate export excellence.

Major Duties

- Proactively research, create, deliver, and evaluate important trade development programs and events for Tasmanian businesses and industry bodies with the Trade Development Manager.
- Effectively build relationships with Tasmanian businesses and industry bodies, to support the successful delivery of trade development programs.
- Coordinate internal (project teams) and external supplier relationships (from contracting to execution and reporting) to support the successful delivery of trade development programs and events.
- Prepare and proof a diverse range of written documentation including project initiation forms, detailed project plans, project budgets, and routine correspondence, ministerial documents, agendas and minutes.
- Develop and assist with the maintenance of information databases for the business unit and generate reports as required.
- Represent Government at key trade development events and act with integrity.
- Support the development of accurate and timely responses to ministerial and executive requests including event briefs, correspondence, speech notes and media releases.
- Perform any other assigned duties at the classification level that are within the employee's competence and training.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

Reporting to the Trade Development Manager, this role must operate under broad supervision with limited guidance and must respond to information needs within short timeframes.

The occupant is responsible for proactively researching and delivering critical trade development programs that supports an emerging or diversifying exporter, to being market ready.

The incumbent will be required to deliver and attend relevant trade meetings, events and industry functions where appropriate and agreed with the Trade Development Manager.

Selection Criteria (Knowledge and Skills):

- Program/event management – Demonstrated high level program/event management skills including researching the topic, creating detailed project plans/recommendations, project budgets, and forming project teams. Must have an eye-for-detail and track projects against agreed deadlines and budgets.
- Stakeholder relations (external and internal) – Proven high level interpersonal and collaborative skills. Must be outcomes focused that includes the ability to manage and influence diverse stakeholders to achieve meaningful results.
- Multi-tasking – Proven organisational and problem-solving skills with the ability to develop and deliver multiple programs/events at a time under pressure. Ability to think-on-their-feet during

event delivery with a customer service mindset.

- Communication (written and verbal) – High level written, and verbal communication skills with the ability to draft invitations, letters, written reports, agendas, minutes, ministerial briefs, and general correspondence.

Position Requirements

Essential

Evidence of the following must be provided prior to appointment to this role:

- A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption.

A person is vaccinated against COVID-19 if the person has received all of the doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from the requirement to be vaccinated against the disease where the person demonstrates –

1. Medical contraindication

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

Or

- b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

2. Exceptional circumstances demonstrated to the satisfaction of the Head of Agency.

The person must continue to satisfy the above essential requirements/qualifications throughout their employment in this role.

Desirable

- Relevant tertiary and/or industry recognised qualifications and affiliations
- Knowledge of Tasmanian business and industry bodies (opportunities and challenges)
- A current driver's licence

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

- ***Teamwork*** – our teams are diverse, caring and productive
- ***Respect*** – we are fair, trusting and appreciative
- ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
- ***Integrity*** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo)
