# Manager, Government and Strategic Partnerships

Reporting to the Commissioner for Victoria to South East Asia, this position leads on government coordination and strategic partnerships in Singapore, as part of the Victorian Government Trade and Investment Network. The Manager is the point of contact between the Victorian Government and Singapore-based government and non-government organisations and agencies, managing the coordination of Ministerial visits and Victorian Government delegations to Singapore.

The successful candidate will play a leading role to identify and build relationships with relevant in market industry, associations and government partner organisations in order to expand Victoria’s influence throughout the region with a view to capturing economic, cultural and other development outcomes for the state.

This role requires a sophisticated grasp of South East Asian corporate decision-making processes and business culture, and a sound understanding of the Victorian economy and Government priorities, particularly Victoria’s key industries and investment and trade agenda.

This role works collaboratively with the Strategic Advisor, Regional Specialist and other Victorian Government colleagues based at Head Office in Melbourne, Australia, as well as across other international offices.

## **Position Details**

Position Title: Manager, Government and Strategic Partnerships, Singapore

Classification: Locally Engaged Staff (LES)

Salary Range: Commensurate with Experience

Group/Division/Branch: Victorian Government Trade and Investment Office

Work Location: Singapore Victorian Government Investment & Trade office

Employment Type: Full Time

Tenure: Fixed Term – 2 years

Position Reports To: Commissioner for Victoria to South East Asia

Contact: Bernard Oh, Strategic Advisor, South East Asia [Bernard.oh@global.vic.gov.au](mailto:Bernard.oh@global.vic.gov.au)

## **About the department**

The Department of Jobs, Precincts and Regions (DJPR) was established to ensure Victoria's strong economic performance by growing industries and regions. Here at DJPR, we're making sure Victoria's economy benefits all Victorians by creating more jobs for more people, building thriving places and regions and nurturing inclusive communities.

Our work supports a range of diverse [portfolios](https://djpr.vic.gov.au/about-us/overview/our-ministers-and-parliamentary-secretaries) and operates across metropolitan, regional and international offices. We also oversee various public entities, including public corporations, regulatory authorities and specialist boards.

DJPR strongly encourages applications from Aboriginal and Torres Strait Islander people and offers reasonable adjustments for applicants with disabilities.

*Values*

Our values are vital to who we are and our success, and help us to ensure our people are productive, safe, happy and healthy. Our values are:

* Responsiveness
* Integrity
* Impartiality
* Accountability
* Respect
* Leadership
* Human Rights

The department expects that all people uphold these values and undertake their duties and responsibilities in an inclusive and ethical manner.

For more information about the department, please visit our website: [www.djpr.vic.gov.au](http://www.djpr.vic.gov.au).

Global Victoria

Our group connects Victoria to global opportunities. We do this by building the export capability of Victorian businesses, connecting Victorians to global trade opportunities through our international network of 23 offices, promoting our world class industry capabilities to international audiences. We take a leadership role for global engagement across Government and advocate for the best policy settings for Victoria to be globally competitive.

The Global Engagement Branch has responsibility for providing sound regional market intelligence to support export initiatives, coordinating overseas Ministerial travel, driving effective engagement with international governments and organisations, and managing the requirements of the International Victorian Government Trade and Investment (VGTI) offices. International VGTI offices provide investment and trade functions in identified markets.

The Trade Branch is responsible for developing high level international policy; delivering trade strategies and facilitating market access for Victorian firms to increase Victoria’s exports; designing and implementing targeted trade initiatives including inbound and outbound missions.

The Global Partnerships and Projects Branch is responsible for facilitating inward and outbound missions; providing a service across Government to leverage and deliver events; and managing International Chamber House and the Investment Centre Victoria.

The International Education Sector Branch Is responsible for supporting international education businesses and international students through diversifying export markets and products; providing support to providers to expand their export market focus and maintaining Victoria’s position as a destination of choice for students.

Victorian Government’s network of Trade and Investment offices (VGTI offices)

The Victorian Government Trade and Investment (VGTI) international network underpins Victoria’s offshore investment attraction and trade promotion operations, supports government and business engagement between Victoria and relevant market and coordinates Ministerial visits to the country.

The VGTI offices form part of the network for the attraction of foreign direct investment (FDI), the attraction of additional investment from established investors, the facilitation of exports and more generally, the promotion of Victoria as an international destination for business, students and tourists. VGTI offices are currently located in Beijing, Bengaluru (Bangalore), Boston, Chengdu, Chicago, Dubai, Frankfurt, Ho Chi Minh City, Hong Kong, Jakarta, Kuala Lumpur, London, Mumbai, Nanjing, New York, San Francisco, Santiago, Seoul, Shanghai, Singapore, Tokyo, and Washington D.C.

All Locally Engaged Staff (LES) based in Singapore report to the Commissioner for Victoria in South East Asia and work closely with Australian-based staff, particularly within Global Victoria, as well as with other Victorian government agencies with international interests and objectives.

## **Key Accountabilities**

1. Regularly produce regional insights, analysis and updates on in-market developments as well as digital content, social media posts and communications in a variety of formats that promote engagement with the VGTI and Victorian government.
2. Engage with national and sub-national government personnel, key stakeholders, regional chambers of commerce and relevant private and public sector contacts to deliver initiatives, promote Victoria and secure commercial and strategic opportunities, including regional partnerships and MOUs.
3. Establish and maintain effective regional relationships and networks with government, the business community, international organisations and the wider Australian expatriate community to facilitate Government to Government dialogue and support VGTI activities.
4. Identify opportunities to increase collaboration with relevant organisations, establish and strengthen relationships across all levels to foster open channels of communication and enhance in-market opportunities for Victorian exporters.
5. Undertake ongoing regional marketing and promotion including the organisation and management of client information, organisation of events, and follow up communication to promote Victorian products, services, events, companies, trade/investment opportunities and successes.
6. Provide executive support and research and analysis as needed to the Commissioner, and leadership team on projects, initiatives, strategies, launches and broader VGTI objectives.
7. Provide liaison between the Victorian Government and the Singapore market for all non-trade/investment activities, coordinating virtual or in-person Ministerial visits, Trade Missions and other visiting outbound/inbound delegations, including logistics and on-the-ground/technical arrangements, planning, developing detailed itineraries, meeting briefs, presentations, follow up and guidance.

## **Key Selection Criteria**

1. Strong interpersonal and bilingual written communication skills, including proven consultation and negotiation abilities, to support the establishment and maintenance of cross-sector partnerships.
2. Experience in digital marketing and content generation, communicating through a variety of social media platforms, including generating and assessing analytics reports and preparing targeted content for a range of audiences.
3. Experience in managing complex and sensitive issues and the provision of considered, strategic advice and solutions, often within short timeframes, as well as preparing brieifings and business reports.
4. Well-developed research and analytical skills, as well as sound judgement and decision making skills, and demonstrated ability to work effectively and collaboratively in a small team and provide guidance and advice to other team members.
5. Considerable knowledge of international investment and trade development processes of both Singapore and Australia as well as demonstrated experience in the development and delivery of programmes and/or events with government, business and civil society stakeholders including planning, developing detailed itineraries, and organising complex meeting and travel schedules within short timeframes.

Desired Experience/Qualifications

The following experience and skills are highly desirable:

* a relevant tertiary qualification from a recognised institute
* experience in a regional business development role, particularly in Singapore
* extensive regional networks and knowledge, with proven experience in organising and delivering official Government to Government, Business to Business and Government to Business programs.
* excellent understanding of the Victorian and Australian environment, in particular experience working in Australia or with Australian-based organisations.

Position Specific Requirements

This position has the following specific requirements:

* to work reasonable additional hours, including evenings, weekends and occasional overnight travel, to ensure that the duties and responsibilities of the position are adequately performed
* to travel within Singapore and on occasion, internationally
* to display high levels of integrity, governance and accountability.

## Pre-employment Screening Requirements

All applicants may be subject to the following pre-employment checks:

* National (and where applicable, International) Police Records Check
* Qualification Check (where a mandatory qualification is required)
* Declaration of private interests

Other Relevant Information

**Employment Eligibility**

* Applicants must be a Singaporean citizen, Permanent Resident or hold a valid work permit or visa
* Applicants will be subject to a probationary period, where applicable

**Health and Safety Requirements**

The occupational health and safety requirements of this position include, but are not limited to, activities involving:

* Driving
* Sedentary desk work
* Manual handling

Terms and Conditions

Locally Engaged Staff (LES) based in the Singapore office are covered by the Singapore LES Conditions of Service manual. All LES are required to comply with the LES Code of Conduct.