



Australian Government

Australian Trade and Investment Commission

# Business Development Manager

Job information pack

<b>Classification:</b>	Austrade Overseas Performance Level C (AOPL C)
<b>Total cash compensation:</b>	KRW71,944,691 - KRW95,926,252 per annum (gross)
<b>Location:</b>	Seoul
<b>Employment term:</b>	2 year term
<b>Reports to:</b>	Senior Business Development Manager
<b>Position number:</b>	1475

---

## Join our team

The Australian Trade and Investment Commission—Austrade—promotes Australian trade, investment, tourism and education to the world. We deliver services to grow Australia's economic prosperity.

Our purpose is to unlock opportunities that help Australian businesses go further, faster. We have a proud history of helping Australian businesses pursue their global ambitions through our international expertise and trusted networks.

We're experts in connecting Australian businesses to the world and the world to Australian business.

Our global network turns local market connections and insights into valuable export and investment support.

We contribute to Australia's prosperity by:

- linking Australian businesses to global export opportunities
- providing market and industry insights, making it easier for businesses to go global
- attracting international investment to drive local jobs and develop skills
- leading policy and programs for Australian tourism and the visitor economy
- attracting international students to study with Australia.

## Benefits of working for Austrade

Feedback from our staff tells us that Austrade is great place to work for many reasons:

- A global, flexible and diverse organisation making a positive impact
- A supportive working environment including embedded diversity and inclusion employee networks
- A high-performance culture
- Access to flexible work and generous leave provisions

## The role

The Business Development Manager (BDM) will drive the identification and development of trade and investment business opportunities between Australia and Korea with a particular focus on critical mineral and battery supply chains. This will require a proven track record of delivering outcome for clients along the critical mineral and battery supply chains.

The ideal candidate will have a minimum of 5 years' experience in an international business development role. The candidate will be fluent in Korean and have strong business English communication skills and a passion for business development and building trusted relationships with stakeholders and clients. We are looking for people with a strong commercial background and experience including qualifications in a technical field.

### DUTIES INCLUDE:

- Implement Austrade's market strategies across applicable sectors, including developing and managing relevant initiatives and business-matching activities.
- Identify market gaps and relevant investment opportunities in Australia for potential promotion to Korean investors.
- Assist Korean Investors to engage with relevant state and federal agencies, potential partner companies and in arranging site visits to Australia etc.
- Work with the Trade and Investment Commissioner to craft commercial insights for diverse government and commercial audiences.
- Delivering Austrade programs at key events for the critical mineral and battery industries.
- Leveraging insights to explore and develop new subsectors and opportunities in the critical mineral and battery industries.
- Deliver commercial trade and investment outcomes in the critical mineral and battery supply chain sectors.

## Eligibility

To be eligible for consideration and appointment you must have:

- **Work Authorisation** - to be eligible for employment with Austrade in Korea, candidates must be legally authorised to live and work in Korea at the time of appointment.
- **Language** - the successful candidate must be a highly motivated team member, fluent in written and spoken English and Korean.
- **Security Clearance** - the successful applicant must be willing to complete an Entry Level Screening Pack and be confirmed as a suitable person to access Government resources prior to commencement in the role.

## Contacts

After reading this 'Information Pack' should you require additional information you are encouraged to contact Nakyoung Kang on +82 2 398 2803 or 82 10 6647 2899.

For assistance with the online recruitment system please contact the **Corporate Support Team** on +61 (2) 9392 2222.

## Application closing date

Applications close **Friday, 23 May 2025 at 11:30pm KST.**

Applications will only be considered when submitted through Austrade's online recruitment system.

## What you'll need to be successful

This is an AOPL C position and at this level, you will be required to undertake work that is complex or sensitive and operate under broad direction. You will exercise a considerable degree of independence and perform a leadership role. This includes the ability to:

- **Provide expertise** across a broad range of activities potentially relating to the work of different program areas.
- **Take responsibility** for the achievements of own and team outcomes, monitor progress and follow through to deliver quality outcomes.
- **Recommend strategic directions** for the area of responsibility and consider wider agency implications when making decisions.
- **Implement** change and manage ambiguity in the workplace.
- **Undertake investment analysis and promotion** work to Korean investors, preparing various insights covering the Australian investment environment, investment opportunities and market dynamics, and identifying investment ready companies in Korea.
- **Maintain Austrade standards** and policies, including diversity in the workplace, ethical practice and occupational health and safety principles and compliance with audit requirements.
- Actively apply Austrade business practices and **maintain accuracy of information** in all Austrade Business Systems to deliver accurate and timely reporting and effective relationship management.

## Digital Literacy

- Awareness of the digital environment and how to engage with clients in a digital first manner.
- Confidently use digital workplace tools to solve problems, be productive, connect and collaborate with others.

## What we need from you

Tell us in less than 800 words why you are the right person, what you can offer, and how your skills, knowledge, experience, and qualification are relevant to the role.

Try not to duplicate information that can already be found in your resume but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Please attach a concise resume to your application which clearly outlines your work experience, educational qualifications, and relevant skills.

In the application form you will need to provide the details of two referees who can attest and validate your credentials and suitability for the role.

## Strength in diversity

Austrade is committed to providing a work environment where staff can confidently bring their full selves to work. A truly diverse agency is one that is capable of retaining a broad talent base while best serving its clients and connecting to its global network of employees.

The **Diversity and Inclusion Strategy** sets out how Austrade will continue to build a space where everyone can bring their perspectives, creativity, and skills to the work of the agency. It is the roadmap for how Austrade will strengthen its position as an employer of choice.

Given our commitment to diversity and inclusion, Austrade actively encourages applications from people with disabilities, LGBTIQ people, women, and people with diverse linguistic and cultural backgrounds.

**pridein**  
**diversity**

MEMBER  
2024

**PROUD**  
**MEMBER**

