

# Role Description

## Business Development Officer, Defence and Space

Classification: ASO6

Group: Invest SA

Position Number: P45201

Team: Defence and Space

### Our Core Values

Be part of a high performing, collaborative, agile and innovative organisational culture. Through a network of multi-disciplinary teams, we operate with internal project structures that enable adaptable, flexible, and agile ways of working. This is underpinned by our Core Values of:

 <p>Genuine</p> <p>We do what we say</p>	 <p>Respect</p> <p>We are inclusive and listen</p>	 <p>Empowered</p> <p>We are open and courageous</p>	 <p>Aligned</p> <p>We act and deliver as one</p>	 <p>Trust</p> <p>We back each other</p>
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### About The Role

The Invest SA group attracts and connects local and international investors, industry, and research partners with South Australian investment opportunities and networks to support South Australia's key economic growth sectors.

The Business Development Officer, Defence and Space works closely with the Business Development Managers, Defence and Space, working under broad direction to manage a range of investment projects across the Defence and Space sectors. This includes assisting to develop, structure and deliver investment projects with industry, research into specific topics and producing complex and sensitive reports, presentations, and briefings to inform the department and Government on projects, policy and outcomes.

In addition, the Business Development Officer has responsibility for industry engagement responsibilities, such as the development and management of key industry events and activities, investment strategy projects and management of customer relationship systems.

The Business Development Officer collaborates across the Department to ensure stakeholder communications are well managed and quality detailed reports and briefings are developed on time. The role is also responsible for ensuring reporting and effective processes and protocols are in place for liaison between the department, Ministers' Offices, and key Government stakeholders, including other Government departments, both State and Federal.

### What you will do (results to be achieved)

## OFFICIAL

1. Contribute to investment attraction and job creation within the business unit by establishing and developing effective collaborations and a network of strategic alliances with key stakeholders / investors across government and industry.
2. Coordinate across government projects in partnership with other government representatives, to deliver investment initiatives for South Australia.
3. Conduct market research and gap analyses to identify and provide expert advice on areas of competitive strength, growth potential and investment opportunities for South Australia.
4. Undertake research into specific geographical markets and countries to determine growth opportunities, and prepare high level complex reports and briefings for the Chief Executive and Minister's Office as required.
5. Manage a customer relationship management database to maintain and improve existing business relationships and track project status.
6. Ensure administrative work practices, systems and procedures are reviewed, best practice is established, and improvements implemented.
7. Demonstrate a strong engagement and service excellence ethos in all internal and external relationships.
8. Support inbound and outbound missions, including the development of collateral, as well as the planning and support of mission activities.
9. Uphold the DSD Customer Service Principles and Service Standards in the provision of high quality, consistent and professional service to our customers through being responsive, knowledgeable, timely and respectful in all interactions.

### The Capabilities You Will Bring (key competencies)

#### Essential Technical Experience and Knowledge:

- Demonstrated experience in business development, ideally in the Space and/or Defence and/or Hi-Tech sector, including developing and maintaining effective networks, alliances and operational relationships with internal and external clients and stakeholders.
- Sound knowledge of emerging trends within the Defence and Space sector, industry, nationally and internationally, investment opportunities and challenges and State Government priorities and relevant policies with regards to Defence and Space.
- Experience in shaping strategic thinking and providing strategic advice, including through the demonstrated use of high-level analytical and problem-solving skills and applying market research to inform business strategies and relevant experience in collecting and utilising customer information for marketing purposes.
- Experience preparing briefings and research reports for senior management and an understanding of the development of Parliamentary Briefing Notes, Ministerial Briefings, Cabinet Submissions, Cabinet Notes and general requirements of government documentation.

#### Personal Skills:

- A high level of written and oral communication geared towards reporting, the preparation of briefings and presentations, including the ability to explain complex concepts succinctly and clearly to successfully negotiate outcomes.
- Demonstrated ability to recognise and manage commercially and politically sensitive matters discretely, demonstrating a high level of integrity, diplomacy and strong entrepreneurial drive.
- Proven ability to work under broad direction, either independently or as a member of a team, determine priorities, set and meet deadlines and exercise judgement, initiative and delegated authority in the resolving of complex and/or sensitive issues.

#### Qualifications:

- Desirable: Tertiary qualifications in commerce, business, project management or similar and relevant industry experience in space and/or defence sectors and/or hi-tech sectors is highly advantageous.

## Reporting / Working Relationships

- Reports to: Director, Defence and Space
- Direct Reports: Nil
- Works with:
  - Business Development Managers, Defence and Space.
  - Senior employees across the department and other state agencies.
  - International agencies such as Austrade and DSD overseas offices.
  - Federal agencies, such as the Australian Space Agency.
  - Industry to develop trade and investment projects for the State.
  - Ministerial Officers, industry, project proponents and other relevant organisations.

## About Us

The Department of State Development is the South Australian Government's lead economic development agency.

Our mission is to drive sustainable economic growth in South Australia by increasing industrial and workforce capability, capacity, collaboration and resilience. We take pride in hiring the right people for the right jobs and offer an attractive, flexible workplace.

For more information about our agency, please visit:

[Department of State Development | statedevelopment.sa.gov.au](http://statedevelopment.sa.gov.au)

## DSD Working Conditions

- Compliance with Government legislation, Code of Ethics for the SA Public Sector, DSD policies and procedures, including ethical / accountable resources and information management, WHS and injury management, risk management, and the access / equity / diversity strategies of the public sector.
- Out of hours work may be required.
- Intra state and interstate travel may be required.
- The incumbent may be assigned to another position at this remuneration level or equivalent, including across teams in this Agency.
- The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.
- The successful applicants will be required to demonstrate they have undergone appropriate assessment prior to being employed
  - National Police Check (NPC)
  - General Employment Probity Check (DHS)
  - Working with Children Check (DHS)
  - Baseline Vetting
  - Negative Vetting 1