



Position Description: Project Manager

Position: Project Manager

Reports to: Executive Director

Location: Australia (applicants from all states/territories welcome)

Work type: 1.0 FTE

Duration: Ongoing

Language: No requirements, Korean language will be viewed favourably

BACKGROUND

The Australia-Korea Business Council (AKBC) exists on behalf of its members to promote and further the Australia-Korea bilateral relationship. Since 1978, AKBC has been committed to promoting two-way trade and investment with the Republic of Korea, fostering economic cooperation and partnerships between the Australian and Korean business communities. Korea is one of Australia's largest bilateral trading partners and the opportunities for deepened engagement and economic success are increasing.

The AKBC provides its members with a forum for the exchange of the latest information on economic, financial, and commercial developments in Korea and Australia. Chaired by Martin Ferguson AM, the AKBC works closely with senior business leaders in Australia and Korea, governments in Korea and Australia and business communities to enrich relationships, promote understanding of opportunities and ultimately, further increase trade and investment. AKBC, in collaboration with our Korean counterpart, the Korea-Australia Business Council (KABC), hosts the signature event in the bilateral relationship - the annual AKBC- KABC Joint Meeting.

The Australia-Korea Business Council (AKBC) offers a diverse range of membership options to cater to various needs and interests of individuals and organisations engaged in fostering business ties between Australia and Korea. These membership levels include Explore, Advance, Immerse, and Accelerate, each uniquely designed to provide tailored benefits and opportunities.

THE ROLE

The successful candidate will be expected to lead the management of AKBC's subcommittees in three of the six following areas: energy, critical minerals, financial services, food and agribusiness, defence and space and education. This will include organising meetings, undertaking research, coordinating events and initiatives that deliver value to our members. The AKBC regularly publishes articles and reports that provides insights on the latest trends in the bilateral relationship, and you will play a key role in leading these.

Membership recruitment is another key part of the role, and the candidate will be required to attend external events, identify membership prospects, and actively engage with potential members to communicate the benefits and opportunities offered by the Australia-Korea Business Council and convert to members. This involves networking, presenting compelling reasons to join, and following up with prospects to facilitate their onboarding process, often at the CEO or senior executive level. Additionally, the candidate should collaborate with other team members to contribute to our monthly e-newsletter, identify reports to share via LinkedIn and social media, develop targeted membership campaigns and materials that effectively showcase the value of AKBC membership to diverse audiences, both in Australia and Korea.



If appropriate, the candidate could also contribute to and facilitate AKBC “Fundamentals of Doing Business in Korea” training program, targeted at educating Australian executives on the nuances of doing business in Korea.

KEY RESPONSIBILITIES

Working alongside another Project Manager and Event Manager, and reporting directly to the Executive Director, your day-to-day responsibilities will vary and include:

- Under direction of the Executive Director, lead three AKBC sub-committees (sub-committees to be agreed). This involves:
 - Together with the board, sub-committee members and Chair of sub-committee, drive the strategic direction of the sub-committee
 - Membership recruitment and other business development activities to ensure consistent pipeline of potential new members
 - Implement strategies to increase member engagement, set long-term goals for each subcommittee, and develop specific initiatives within these areas
 - Set agendas for each meetings, coordinate, engage and update external stakeholders as required
 - Regular liaison and meetings with sub-committee members to assist with their Korea-related needs
 - Prepare regular reports, market research, news updates and analysis and distribute to impacted stakeholders to ensure members are informed and updated
 - Provide introductions to members to help them advance their Korean engagement
 - Identify any relevant trade shows or conferences in Korea and take delegation to Korea
 - Manage events related to your sectors.
- Provide strategic input in broader AKBC activities and mission to enhance our offering and impact. Provide advice as required on decision-making processes, events, initiatives and activities to help shaping the AKBC’s direction.
- Prepare reports outlining opportunities and challenges in sectors specific to Australia-Korea bilateral relationship
- Host and lead delegations from/to Korea as required
- Prepare presentations, reports and other communications/documents as required, including board papers for bi-monthly board meetings

Please note that the role is varied and diverse, therefore requiring a large degree of flexibility.

PERSON SPECIFICATION

Essential

- You have 3-10 years relevant professional experience
- You have a strong understanding of the Australia-Korea bilateral relationship
- You have a background in one or more of the sub-committee focus areas (food and agribusiness, financial services, critical minerals, energy, education and defence and space)
- You have exceptional oral and written communication skills and confident speaking to CEOs
- You have experience with business development and possess a proven track record in identifying and cultivating new business opportunities, building and maintaining strong relationships with key stakeholders, and effectively negotiating and closing deals



- You have well-developed organisational and time management skills with the ability to plan workload, prioritise, and meet deadlines in a fast paced and dynamic environment
- You have a proven ability to work in a dynamic environment
- You have a strong desire to succeed with a strong work ethic and attention to detail
- Ability to work autonomously, with minimal direction
- You are available to travel interstate regularly with potential for international travel (to Korea)

Desirable

- You have experience living and working in Korea
- You have a basic understanding of the Korean language
- Event management experience

TO APPLY - Please send your cover letter, resume and availability to Liz Griffin, lgriffin@akbc.com.au no later than 31 January 2024.