



Australia China Business Council  
澳大利亚中国工商业委员会

## **Chief Executive Officer, NSW Branch**

### **Australia China Business Council**

Full-time position – Sydney CBD  
Salary will be commensurate with experience

The Australia China Business Council NSW Branch seeks to employ an experienced communicator with a passion for China and bilateral trade and investment relations between the two countries.

#### **The Organisation**

The Australia China Business Council (ACBC) is one of Australia's largest bilateral chambers with close to 1000 company members across Australia with an interest in trade and investment between Australia and China.

Founded in 1973, ACBC actively promotes two-way trade and investment, and economic cooperation and understanding, between the business communities of Australia and China.

ACBC plays an influential role as an advisor to the Australian Government on commercial relations with China. We are a strong supporter of the Free Trade Agreement between Australia and China as a means to foster more competitive business in both nations.

ACBC has a branch in all states and territories in Australia. The NSW Branch is one of the most established branches with a diverse range of members having a critical mass in each of the financial and professional services, agribusiness, education, and tourism sectors. The NSW Branch organises over 60 events annually in Sydney and across the state ranging in size from intimate boardroom briefings up to large scale conferences and social events.

#### **About the Position**

The Chief Executive Officer reports to an Executive Committee operating under a Constitution. Your primary responsibilities will include:

- ACBC is a member-based organisation with a strong focus on building, growing and nurturing the member base and the needs of its members;
- Building strong relationships with commercial and Government partners in China for the benefit of ACBC's membership base;
- Leadership of the Branch and its small team of staff;

- Exercising responsibility for Corporate Governance, financial management and budget preparation;
- Building strong relations with sponsors, members and commercial partners;
- Managing a large and diverse range of internal and external stakeholders;
- Overseeing communications to members on upcoming activities; and
- Overseeing and managing a program of events and activities throughout the year.

### **Applicant Skills, Competency and Experience**

#### **Required**

- A passion for China and building trade and investment relations to support members' businesses;
- The ability to engage with all levels of the member base and ensure the organisation remains relevant and dynamic for all members;
- An understanding of the mechanics of Government at both the State and Federal level;
- An ability to build productive commercial relationships with sponsors and members across a wide range of industry sectors;
- Excellent written and verbal English communication skills;
- The ability to work autonomously while exercising time management skills;
- Tertiary qualifications in a business related discipline (e.g. Business, Economics, Law, Finance); and
- Strong fiscal, analytical and governance capability.

#### **Desirable**

- Proficiency in Mandarin;
- Experience living in or working with China;
- A background or demonstrated understanding of Australia's relationship with China, particularly in the context of trade and investment;
- Demonstrable experience in a similar role exercising management and leadership skills;
- Experience overseeing a program of events and other activities.

Your application should include your resume attached to a covering letter which should address your understanding of why you believe you should be considered for appointment to this position. While not necessary in your application, you should be aware that applicants interviewed will be requested to provide the detail of three (3) referees.

**Applications will close on Friday 25 March 2016.**

Applications should be forwarded to Dr Jim Harrowell AM, President, ACBC NSW Branch,  
[jharrowellam@hunthunt.com.au](mailto:jharrowellam@hunthunt.com.au)