



Sydney Office
Level 19, 44 Market Street
Sydney NSW 2000

NOTICE OF RECRUITMENT

The Italian Trade Agency is the Italian Government entity that promotes the internationalization of Italian companies abroad. ITA also acts as IPO for the attraction of foreign investments to Italy. In addition to its headquarters in Rome, ITA operates worldwide through a large network of offices linked to Italian Embassies and Consulates, working closely with local authorities and businesses. For more information: www.ice.it

Job description

Trade Analyst for Consumer Goods

Job location:
ITALIAN TRADE AGENCY
Level 19, 44 Market Street
Sydney NSW 2000

Salary and duration:

- A 12-month maternity leave placement is subject to a positive probation period of three months, with a possible ongoing extension of 12 months.
- Monday to Friday 35 hours per week
- Base salary approx. \$ 86,400 + Leave Loading + Superannuation
- Indicative start and end dates: April 2025 to April 2026 (*)

(*) The exact start date will be determined upon receipt of the no-objection statement from the Italian Embassy in Canberra. The activation of the temporary employment is also subject to the effective commencement of maternity leave and will not begin earlier than 1 April 2025.

Under the supervision of the Director of ITA Sydney, the ideal candidate for the position of Trade Analyst for Consumer Goods shall pursue the following tasks:

- Planning and organising trade shows and promotional events, in Australia and New Zealand
- Organizing business trips for business delegations to/from Italy
- Conducting market analysis and working on statistical data
- Managing budget related to promotional activities and conducting negotiations with suppliers
- Sourcing and assisting Italian companies interested in trading their products and planning to penetrate the Australian and New Zealander markets, as well as Australian and New Zealander companies interested in Italian products
- Availability to travel in Australia, New Zealand and overseas when required
- Using all dedicated ITA software for tracking and delivering services and initiatives (i.e. GED Electronic Protocol, CRM Customer Relation, Managing ServiceWeb for invoicing, and similar);
- Managing and monitoring achieved targets
- Interacting on social media (LinkedIn, Twitter)

Required personal skills: strong organisational, interpersonal and communication skills, good time management through planning skills, strong ability to work both in a team and independently, result-oriented, resourceful, positive approach to problem solving.

Mandatory qualifications and requirements at the time of application

- 1- Bachelor/University Degree in Economics, Commerce or Marketing fields
- 2- Australian citizenship or valid Permanent Residency ITA does not sponsor work visas
- 3- Undertake a National Police Clearance
- 4- Proficiency level in English written and spoken and a good knowledge of Italian language
- 5- Strong computer skills (Microsoft applications) and ability to work on the main statistics databases
- 6- A minimum level of experience related to the job description
- 7- Immediate or short-term availability. **Please note:** Employment is subject to the receipt of a no-objection statement from the Italian Embassy in Canberra, Australia. After the final selection of candidates, the contract will be awarded and become effective only upon receipt of such official statement. This process may take up to 45 days. It is understood that no employment relationship will be established with the Diplomatic and Consular Representations or the Italian Ministry of Foreign Affairs and International Cooperation) The contract will become effective only after the Head of Mission has affixed his signature.

Preferential Requirements

- 1- Previous experience in a similar role within Italian entities and/or Italian companies based in Australia and New Zealand
- 2- Previous experience in a similar role within Australian and/or New Zealand entities and or companies

Instructions for candidature submission

Candidates who meet the mandatory qualifications and requirements at the time of application and are interested in being considered for the selection process must submit to sydney@ice.it - attn. Simona Bernardini, specifying in the subject line **"TRADE ANALYST CONSUMER GOODS POSITION"**, the following:

- Cover letter
- Updated CV in English
- Copy of a valid ID
- Proof of Permanent residency in Australia or Australian citizenship
- Certificate of absence of criminal convictions/pending proceedings in Australia
- Copy of University Degree/ Bachelor
- Form 1 (attached): Self-declaration of possession of requirements, duly completed and signed, stating:
 - Nationality
 - Valid Australian tax residency at the time of application
 - Absence of any criminal sentences in Australia and in the country of citizenship
- Form 2 (attached): privacy policy

The deadline to submit your application is: Monday 3rd of February 2025 by 2:00 pm (AEDT)

Applications received after such a deadline will not be accepted.

Only candidates who meet the above-listed qualifications and requirements and who have submitted the requested documents by the above-indicated deadline will be considered for the selection process.

Candidates admitted to the selection process will receive an invitation via email by Thursday 6th February 2025. The tentative dates for the selection are:

- **Written and computer tests: Monday, 10th February 2025 at 9.00 am**
- **Interviews: Wednesday, 12th February 2025 at 9.00 am**

Selection Procedure

The selection process will take place at the ITA Sydney Office, located at Level 19/44 Market Street, Sydney NSW 2000. The Director of ITA Sydney will appoint a committee composed of three members to conduct the selection process, which will consist of four (4) tests and two (2) interviews—one in English and one in Italian.

Test no. 1 - Written test in English: Candidates will be asked to translate to English, without a dictionary, an article written in Italian on subjects such as economics, trade and marketing. **Time allowed:** 45 minutes - **Score and evaluation criteria:** up to 5 points, based on clarity of expression, terminological accuracy and reasoning skills. **Minimum score to pass test n. 1:** 3 out of 5

Test no. 2 - Written test in Italian: Candidates will be asked to translate to Italian, without the use of a dictionary, an article written in English on subjects such as economics, trade and marketing. **Time allowed:** 45 minutes - **Score and evaluation criteria:** up to 5 points, based on clarity of expression, terminological accuracy and reasoning skills. **Minimum score to pass test n. 2:** 3 out of 5

Test no. 3 - Marketing (multiple-choice): - Candidates will be asked to answer questions on trade dynamics and the main economic indicators. **Time allowed:** 30 minutes - **Score and evaluation criteria:** up to 5 points based on clarity of presentation, terminological accuracy and reasoning skills. **Minimum score to pass test n. 3:** 3 out of 5

Test no. 4 - Computer test: Candidates will be asked to process a text and/or a spreadsheet and/or a presentation using the Windows Office package. **Time allowed:** 30 minutes - **Score:** up to 5 points. **Minimum score to pass test n. 4:** 3 out of 5.

Interview in English: Conducted by the Committee at the ITA office, covering the job description, the candidate's professional experience, skills, ITA activities and trade economics issues. **Duration of the interview:** 15 minutes – **Score and evaluation criteria:** up to 5 points, fluency in spoken English, knowledge, and competence on the topics of the job description. **Minimum score to pass the interview in English:** 3 points out of 5.

Interview in Italian: Conducted by the Committee at the ITA office, on the job description, the candidate's professional experience and skills, ITA's activities and trade-related issues. **Duration of the interview:** 15 minutes – **Score and evaluation criteria:** up to 5 points, fluency on spoken Italian, knowledge, and competence on the topics of the job description. **Minimum score to pass the interview in Italian:** 3 points out of 5.

Scale score:

The above tests will be evaluated on a scale of 1 to 5 each (5 = highest score / 1 = lowest score):

- 5 - excellent
- 4 – very good
- 3 - good
- 2 – average
- 1 – poor

Only candidates who achieve a minimum score of 3 points in the written tests will be admitted to the oral interview via email.

Evaluation of the preferential requirements

Additional points will be assigned for the preferential requirements, as follows:

Previous experience in a similar role within Italian entities and/or Italian companies based in Australia and New Zealand. Maximum score: 2 points

Previous experience in a similar role within Australian and/or New Zealand entities and/or companies. Maximum score: 1 point

The final ranking will be based on the total assessment score achieved during the selection process and will be published on the ITA website.

The position will be offered to the first eligible candidate with the highest score. If the selected candidate intends to withdraw or does not meet any of the eligibility requirements, the position will be offered to the next ranked eligible candidate. The ranking list will be valid for 24 months from the date of approval.

The selected candidate will be required to provide original copies of the mandatory documents and those mentioned in the self-declaration.

Important Notice:

The selection could be suspended and/or cancelled at any moment and for any reason of public interest by the Italian Trade Agency in Sydney at its sole discretion, without generating any moral or legal commitment towards the candidates, including those fully meeting the job requirements.

The employment is subject to a no-objection statement from the Embassy of Italy in Canberra, Australia. After the final selection of candidates, the contract will be awarded and become effective only upon receiving such official statement. The procedure can take up to 45 days. It is understood that no employment relationship will be established with the Diplomatic and Consular Representations or the Italian Ministry of Foreign Affairs and International Cooperation.

As an entity that forms part of the Italian public sector, ITA must apply the principles of loyalty, fairness, and transparency in any transaction it may enter and, in any dealing, with its partners, customers and suppliers. ITA "Code of Conduct" is available at www.ice.it "*Amministrazione Trasparente*"– "*Disposizioni generali*"– "*Atti generali*".

ITA does not discriminate on the basis of age, gender, sexual orientation, marital status, disability, colour, race, religion or country of origin: all candidates are given equal opportunities on the basis of their qualifications and skills.

Simona Bernardini
Trade Commissioner
Italian Trade Agency (ITA)

FORM N.1

SELF – DECLARATION

I, the undersigned,

Name:

Date and place of birth:

Address

Phone:

Email:

DECLARE

To be a/an..... citizen (indicate the citizenship)

To be a tax resident in Australia

☐ yes ☐ no

Absence of any criminal convictions as well as pending charges
in Australia and the country of citizenship

☐ yes ☐ no

I formally declare that the above information is truthful and accurate and that I am aware of the consequences, including those requiring Criminal law application, deriving from a false declaration, according to both Italian and local applicable laws.

I formally authorize ITA to perform a background check aiming at verifying the requirements in my possession, and the accuracy of the declaration I submitted.

Should I be selected as the winning candidate, I commit to providing all the relevant documents supporting the above declaration. Such documents must be received by ITA Sydney within 30 days from the date on which the results of the selection will be announced.

Place and date

Signature

Privacy Notice for Job Applicants Sydney Office

FORM N.2

ICE – Agency for the Promotion and the Internationalization of Italian companies (from now on: ITA or Italian Trade Agency) that in this specific case, operates through its branch of ITA Sydney, (L19, 44 Market St, Sydney NSW 2000 - email: sydney@ice.it) is the data controller of the personal data that we collect from you as part of the recruitment process. This means that we are responsible for deciding how we hold and use personal information about you.

We are committed to protecting your privacy and complying with the General Data Protection Regulation (GDPR) and the Privacy Act 1988. This privacy notice explains how we collect, use, share and protect your personal data during the recruitment process.

What personal data do we collect and why?

We collect various types of personal data from you as part of the recruitment process, such as:

- Your name, contact details, date of birth, gender, nationality, immigration status, and any other information that you provide in your resume, cover letter, or application form;
- Your education, qualifications, skills, experience, achievements, and any other information that you provide in your resume, cover letter, or application form;
- Your references, feedback from previous employers, and any other information that you provide or authorize us to obtain from third parties;
- Your results from any online assessments (e.g. personality tests, cognitive ability tests) or video interviews that we may ask you to complete as part of the recruitment process;
- Any information that you provide during interviews or other interactions with us;
- Any information that we obtain from publicly available sources, such as professional social networks, job boards, or other websites;
- Any information that we collect from background checks or verification services that we may use to verify your identity, education, employment history, criminal record, credit history, or other information;
- Any information that we collect from biometric identifiers or behavioral biometrics that we may use to verify your identity or for security purposes. This may include fingerprints, voiceprints, facial geometry, keystroke dynamics, or other biometric data.

We collect and use your personal data for the following purposes:

- To assess your suitability for the position that you applied for or any other position that we may consider you for;
- To communicate with you about the recruitment process and your application status;

Privacy Notice for Job Applicants Sydney Office

- To conduct background checks and verification services as permitted by law and as necessary for the position that you applied for or any other position that we may consider you for;
- To comply with our legal obligations, such as verifying your right to work in Australia or reporting to tax authorities;
- To protect our legitimate interests, such as ensuring the security of our systems and premises, preventing fraud or misconduct, defending or asserting legal claims, or conducting audits;
- To comply with your requests or consent, such as contacting your references or providing you with reasonable accommodations.

We will only collect and use your personal data for the purposes that we have disclosed to you. If we need to use your personal data for a different purpose, we will notify you and explain the legal basis for doing so.

We will only collect and use your personal data to the extent that it is necessary for the purposes that we have disclosed to you. We will not collect or use more personal data than we need.

We will only collect and use your personal data if we have a valid legal basis for doing so. The legal bases that we rely on are:

- Your consent. You have the right to withdraw your consent at any time by contacting us via email at sydney@ice.it;
- Our legitimate interests or those of a third party. We will always balance our interests against your rights and interests;
- A contract or pre-contractual measures. This applies if we enter into an employment contract with you or take steps to do so at your request;
- A legal obligation. This applies if we are required by law to collect or use your personal data.

How do we protect your personal data?

We take appropriate technical and organizational measures to protect your personal data from unauthorized access, use, disclosure, alteration, or destruction. These measures include:

- Using passwords, firewalls, antivirus software, and other security tools to protect our systems and networks;
- Limiting access to your personal data to those who need it for the purposes that we have disclosed to you;
- Training our staff on confidentiality policies and procedures;
- Conducting regular technical reviews of our data protection practices and systems.

Privacy Notice for Job Applicants Sydney Office

How long do we keep your personal data?

We will only keep your personal data for as long as necessary for the purposes that we have disclosed to you. The retention period will depend on various factors, such as:

- The nature and type of the personal data;
- The purpose and outcome of the recruitment process;
- Our legal obligations and rights;
- Our legitimate interests.

We will delete or anonymize your personal data when it is no longer needed for the purposes that we have disclosed to you. If we are unable to delete or anonymize your personal data due to technical or legal reasons, we will securely store it and isolate it from any further processing until deletion or anonymization is possible.

Typically, in the context of job applications, data is retained for a minimum of 5 years from the conclusion of the contractual relationship, whether due to project completion or any other termination reason, including termination for default. This timeframe can be extended in the event of a judicial proceeding or as required by law.

Who do we share your personal data with?

We may share your personal data with the following categories of recipients for the purposes that we have disclosed to you:

- Our affiliates and subsidiaries, if they are involved in the recruitment process or have a legitimate interest in your personal data;
- Our service providers, contractors, and agents, who perform services on our behalf, such as online assessment providers, video interview providers, background check providers, verification services, recruitment agencies, or IT service providers;
- Our customers, clients, or partners, if you apply for a position that involves working with them or on their behalf, or if they have a legitimate interest in your personal data;
- Our professional advisors, such as lawyers, accountants, auditors, or insurers, who provide us with legal, financial, or other advice;
- Our regulators, authorities, or courts, if we are required by law to disclose your personal data or if we need to protect our rights or interests.

We will only share your personal data with third parties who respect your privacy and comply with the applicable data protection laws. We will not sell, rent, or trade your personal data with third parties for their own purposes.

Privacy Notice for Job Applicants Sydney Office

Some of the third parties that we share your personal data with may be located outside of the European Economic Area (EEA) or Australia. These countries may not have the same level of data protection as the EEA or Australia. If we transfer your personal data to these countries, we will ensure that there are adequate safeguards in place to protect your personal data, such as:

- The country has been deemed to provide an adequate level of protection by the European Commission;
- The recipient has signed a contract with us that includes the standard contractual clauses approved by the European Commission;
- The recipient has adopted binding corporate rules that have been approved by the relevant data protection authorities.

You can obtain more information about the safeguards that we use to transfer your personal data outside of the EEA or Australia by contacting us at sydney@ice.it.

What are your rights and how can you exercise them?

You have the following rights in relation to your personal data:

- The right to access. You have the right to request a copy of the personal data that we hold about you and to check that we are processing it lawfully;
- The right to rectification. You have the right to request that we correct any inaccurate or incomplete personal data that we hold about you;
- The right to erasure. You have the right to request that we delete or remove your personal data from our systems when there is no longer a legal basis for us to keep it;
- The right to restriction. You have the right to request that we limit the processing of your personal data in certain circumstances, such as when you contest its accuracy or object to its processing;
- The right to data portability. You have the right to request that we transfer your personal data to another organization or to you in a structured, commonly used, and machine-readable format;
- The right to object. You have the right to object to our processing of your personal data based on our legitimate interests or those of a third party. You also have the right to object to our processing of your personal data for direct marketing purposes;
- The right not to be subject to automated decision-making. You have the right not to be subject to a decision based solely on automated processing of your personal data, including profiling, that produces legal effects or significantly affects you. We do not use automated decision-making in our recruitment process.

Privacy Notice for Job Applicants Sydney Office

You can exercise these rights by contacting us at sydney@ice.it. We will respond to your request within one month or as required by law. We may ask you to provide proof of your identity and verify your request before processing it.

We will not charge you any fee for exercising your rights unless your request is unfounded, repetitive, or excessive. In such cases, we may charge you a reasonable fee or refuse to comply with your request.

If you are not satisfied with how we handle your request or if you have any complaints about how we process your personal data, you can contact our Data Protection Officer at privacy@ice.it or file a complaint with the relevant data protection authority.

Alternatively, you may contact the Italian Data Protection Authority, known as the 'Garante per la Privacy,' using the following details: Italian Data Protection Authority, located at Piazza Venezia No. 11, 00187 Rome, Italy (Email: protocollo@gpdp.it, Certified Email: protocollo@pec.gpdp.it). You may also seek recourse through the appropriate judicial authorities, either in Italy or Australia.

How can you contact us?

If you have any questions or comments about this privacy notice or how we process your personal data, you can contact us at sydney@ice.it.

The Italian Trade Agency appointed a Data Protection Officer who, in the event of questions or complaints, can be contacted at the following address: ICE – Agency for the promotion and the internationalization of the Italian company Via Liszt, 21 – 00144 Roma; e-mail: privacy@ice.it.

We may update this privacy notice from time to time to reflect changes in our practices or in the applicable laws. We will notify you of any material changes by posting the updated version on our website or by other appropriate means.

This privacy notice was last updated on 27/09/2023.

Date

Signature

(print name)