

Government Affairs Manager (China) Job Description

Position Title: Government Affair Manager
Department: China Business Development
Reports To: Director of Business Development & Government Affairs

JOB SUMMARY:

Briefly describe the primary role of this position using one or two sentences. The summary should be concise and describe why this position exists.

The main purpose of the role: To develop plan and execute government affairs and communication activities in supporting aviation segments in China. Support to strengthen long term existing relationship and build extended connections with government organizations as well as working closely with the aviation business units. To maximize business opportunities of Textron products, promote Textron and BU's brands in China through internal and external communication campaign and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

List the primary duties and responsibilities in order of importance. Include the approximate % of time devoted to each duty.

- Develop and maintain long term relationships with relevant government entities including by not limited to Civil Aviation Administration of China, Ministry of Transportation, Trade Bodies, U.S. government and Canadian Government, etc.
- Help to engage relevant government agencies and industry organizations of various levels to advocate policies and regulations that in favor of business opportunities.
- Understand government policies and monitor changes related to Textron's strategy and operation in China.
- Compile government affairs update report and transfer the latest information to different BUs with regular basis.
- Support BU's marketing and communication functions as needed.
- Other duties assigned by management such as government related work and support to Textron's Business Units in China.

SCOPE OF RESPONSIBILITY:

Describe the level of responsibility for this position for the following:

- Problem Solving 8
- Level of Decision Making 5
- Project Management 6
- Management Duties (If applicable) 4
- Time Management 6
- Cooperation and Teamwork 6

KNOWLEDGE AND SKILL REQUIREMENT:

Check the minimum requirements for this position. Indicate if additional requirements are preferred.

- Education Requirement: Bachelor's Degree in Aviation related major
- Prior Relevant Work Experience (Years and Type)
 - ✚ Minimum of 5 years of experiences with government related role in an aviation industry environment
 - ✚ Relevant experiences with Chinese government agencies such as NDRC, MOC, CAAC, Safety, etc. will be a plus.
 - ✚ Learns quickly when facing new problems, enjoys challenge of unfamiliar tasks.
 - ✚ Good team player and cooperative with others
 - ✚ Self-motivate to improve and take more responsibilities
 - ✚ Multi-tasks and projects management skills
 - ✚ Able to work overtime and travel as required
 - ✚ Presentation development and activities organizing skills
- Language Requirement
 - ✚ Proficient in oral and written English
 - ✚ Proficient in oral and written Mandarin
- PERSONAL QUALITIES AND ATTRIBUTES:
 - ✚ Quick and self-motivated learner
 - ✚ Highly numerate and process orientated
 - ✚ Identifies critical issues with ease
 - ✚ Proven problem solving abilities
 - ✚ Exhibits confidence and an extensive knowledge of industrial practices
 - ✚ Creative thinking beyond the boundaries of existing industry practices
 - ✚ Good communications, with good report-writing style
 - ✚ Interpersonal skills
 - ✚ Multi-cultural perspective essential to working effectively with colleagues worldwide.
 - ✚ Ability to work effectively under pressure

PHYSICAL DEMANDS:

Please read the description below and make any changes as required to this perform this position.

- While performing the duties of this job, the employee is regularly required to:
 - Use hand to finger, or feel and reach with hands and arms.
 - Sit and talk or hear.
 - Occasionally required to stand and walk.
 - Must occasionally lift and/or move up to 10 pounds.
 - Specific vision abilities required for this job include close vision, and ability to adjust focus.

Other significant relationships – internal:

Cooperate functions in headquarter
Information sharing with BUs
Policy and regulation interoperations
Marketing analysis and strategy

Other significant relationships – external:

Government Agencies
Industry organizations/associations
Aviation Colleges
Aviation Media/Communication Channels