

Job Description: VIC Deputy Executive Director

About the Property Council	The Property Council of Australia is the champion of Australia's largest industry that employs 1.4 million Australians and shapes the future of our cities. Our members include large and small companies which invest, own, manage and develop all forms of property as well as providers of professional services to the industry.
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Position	VIC Deputy Executive Director
Business Unit & Location	VIC Division, Melbourne
Reports to	VIC Executive Director
Direct reports	Senior Policy Advisor Senior Policy & Media Advisor Policy & Research Officer

Position Purpose	<p>Lead the development, coordination and execution of the VIC Division's policy, advocacy and media strategy and activities within the framework of the Property Council's advocacy, commercial priorities and membership services.</p> <p>Work in close partnership with the Executive Director to lead and execute a strategy which delivers ongoing growth in influence, Property Council's reputation and recognition and advocacy successes on behalf of the property and construction industry.</p>
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Relationships	
Key Internal Relationships	Victorian Division team members Group Executive Policy and Advocacy Executive Committee Deputy Executive Directors State and national advocacy staff and; Director, Media and Communications
Key External Relationships	VIC President and Division Council Property Council members, especially committee members Ministers, shadow ministers and their advisers Relevant state government agencies Local government, particularly major metropolitan councils and those in major regional centres Other relevant advocacy and industry groups Political, news, business and Victorian media

Key responsibilities and tasks		
Key responsibility area	Key tasks	Measure of success
Leadership	<p>Work in partnership with the VIC Executive Director to lead the Division and undertake Executive duties as required.</p> <p>Work in partnership with the VIC Executive Director to support the activities of Division Council and oversee the smooth running and operation of the Policy Committees.</p> <p>Make a major contribution to the design and delivery of the Division's advocacy strategies and corporate communications strategies.</p> <p>Develop good working relationships with relevant media.</p> <p>Speak, present and moderate panels at forums, events, seminars and conferences.</p> <p>Contribute to our corporate communication and member information products.</p> <p>Foster strong positive relationships with ministerial and shadow ministerial staff, policy advisers, state government executives and targeted local government.</p> <p>Foster strong positive relationships with Property Council members.</p> <p>Foster strong positive relations with allied industry bodies.</p>	<p>Positive feedback from VIC Executive Director.</p> <p>Effectiveness of advocacy strategies in securing wins and desired outcomes.</p> <p>Number and quality of media hits.</p> <p>Ability to turn relationships into media exposure.</p> <p>Number and quality of speaking engagements.</p> <p>Number and regularity of meetings with government stakeholders, as well as distinct opportunities to present Property Council positions.</p> <p>Positive external and internal stakeholder feedback.</p>
Advocacy & Media	<p>In partnership with the Executive Director, manage and operationalise the Division's advocacy strategy and priorities.</p> <p>Lead and mobilise a team of dedicated policy and advocacy professionals.</p> <p>Lead the Division's effective collaboration with the Property Council's national office and other Divisions on shared policy and advocacy activities.</p> <p>Oversee and lead the Division's media and comms program including liaison with journalists.</p> <p>Coach and grow the Media Advisor's exposure to media and experience.</p>	<p>Advocacy wins for Property Council members.</p> <p>Team activity and effectiveness.</p> <p>Impact on policy decision/outcome.</p> <p>Number and quality of policy papers and submissions produced.</p> <p>Quality of analysis and issue management.</p> <p>Number and quality of media hits.</p> <p>Number of media statements released.</p> <p>Positive media coverage.</p> <p>Research budgets not exceeded.</p> <p>Quality of research submissions.</p>

	<p>Prepare submissions to state and local government.</p> <p>Monitor the legislative, regulatory, political and parliamentary processes.</p> <p>Represent the property industry in meetings with state and local government and on government boards, committees and working parties.</p> <p>Propose, prioritise and manage the Division's research program and budget.</p> <p>Proactively drive innovative research and advocacy approaches including new member surveys, industry intelligence gathering and government engagement, all design to ensure relevance and reputation is continually growing.</p> <p>Utilise and build alliances with other groups where appropriate.</p>	
Government Relations	<p>Prepare a government relations strategy for approval and implementation.</p> <p>Develop and maintain close working relationships with key ministerial, shadow ministerial and crossbench offices.</p> <p>Secure government and political attendees for Property Council boardroom lunches.</p> <p>Secure political speakers for Property Council events.</p>	<p>Clear government relations strategy in place, with regular reviews and adjustments.</p> <p>Access to decision makers.</p> <p>Volume/quality of political speakers and attendees.</p> <p>Quality of political and government relationships.</p>
Member services and financial performance	<p>Proactively assist commercial staff in identifying and scoping product and new member opportunities.</p> <p>Assist with the content design of networking and professional development events.</p> <p>Identify leaders as speakers and design policy-related seminars and events.</p>	<p>Contribution to achievement of budget targets.</p> <p>Strong member satisfaction and retention rates.</p> <p>Financial and qualitative success of events.</p>
Governance	<p>Assist the VIC Executive Director in providing executive support to the Division Management Committee and the Division Council.</p> <p>Manage and support relevant Committees and working groups.</p> <p>Provide high level advice and support to the Executive Director, President and Division Council in the execution of their duties in the Division at a national Board level.</p>	<p>Contribution to general management of the Division.</p> <p>Effectiveness of committees.</p> <p>Efficient turnaround of agendas and minutes.</p>

	Administer and attend relevant member committees.	
People and Culture	<p>Provide leadership and coaching to develop and retain a high-performance team.</p> <p>Promote a high performance and accountability culture.</p> <p>Review and evaluate staff performance and development as part of the annual performance and development cycle.</p> <p>Recognise talent, develop team capability and undertake succession planning.</p> <p>Proactively champion and role model a one-company culture and our company values.</p>	<p>Consistent demonstration of an energised, collaborative and ownership mindset.</p> <p>Direct reports are trained, mentored and coached, and performing at the highest level possible</p> <p>Retention of key talent, and robust succession planning in place.</p> <p>Achievement of team and individual outcomes</p> <p>Positive influence across the organisation</p>

Requirements including essential criteria

Experience and skills	<p>Minimum 5-8 years' experience in similar leadership role.</p> <p>Strong leadership capability, evidenced in well-developed people management skills, problem solving, analytical and conceptual skills.</p> <p>Proven ability to creative a positive team culture, which is founded on trust, collaboration. shared accountability and recognition.</p> <p>Excellent understanding of political and policy development processes and deep experience in policy writing and advocacy tactics.</p> <p>Experience in media and public speaking.</p> <p>Excellent stakeholder management and communication skills (written and verbal), including interpersonal, negotiation and advocacy skills.</p> <p>Ability to work in a fast-paced, agile environment with an open mind, proactively identifying issues and improvement opportunities.</p> <p>Strong dedication and demonstrated ability to working in partnership with other senior leaders.</p> <p>Ability to develop and maintain strategic relationships and networks.</p>
Education	Tertiary qualifications in politics, public relations, communications, economics, law or similar.
Essential requirements	<p>Immediate responses to political, media and urgent industry issues.</p> <p>Attendance at member events and stakeholder engagement outside normal work hours.</p> <p>Interstate travel.</p> <p>In-office presence for a minimum of 4 days per week, balanced with opportunity to work flexibly.</p>

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