

## Job Description: VIC Policy & Research Advisor

<b>About the Property Council</b>	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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<b>Position</b>	VIC Policy & Research Advisor
<b>Business Unit &amp; Location</b>	Melbourne, VIC
<b>Reports to</b>	Deputy Executive Director
<b>Direct reports</b>	None

<b>Position Purpose</b>	To assist the advocacy team in researching and developing public policy, with a preferred focus on planning issues, in the interests of the property industry and advocating these to Victorian policymakers to see them implemented.
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Relationships	
<b>Key Internal Relationships</b>	VIC Executive Director VIC Deputy Executive Director VIC Policy staff VIC Commercial Staff Advocacy and research staff in other divisions
<b>Key External Relationships</b>	Government and Opposition Key bureaucrats Major councils Members Allied business Industry and professional groups.

Key responsibilities and tasks		
Key responsibility area	Key tasks	Measure of success
Advocacy	Monitor the legislative and political process. Research and develop operating and strategic policy positions (in designated policy areas) to put to State and local government incorporating strong member input, with a preferred focus on planning related issues	Supervisor's positive assessment of quality of submissions. Supervisor's positive assessment of the quality of analysis and issue management. Impact on policy decision/outcome. Number of policy papers and submissions.

	<p>Research and prepare submissions to State and local government.</p> <p>Prepare correspondence to politicians, political candidates and other key stakeholders.</p> <p>Provide policy support to other policy staff.</p> <p>Represent the property industry in meetings with state and local government.</p>	<p>Quality of analysis and issue management.</p> <p>Deadlines met.</p>
Commercial	<p>Identify and design policy-related seminars and events including member-only briefings and boardroom lunches.</p> <p>Assist in identifying relevant advocacy topics and relevant speakers for events.</p> <p>Developing advocacy related materials to support events, including blurbs, speeches, letters of invitation and reviews.</p> <p>Attend and administer advocacy related events / working group.</p> <p>Proactively assist commercial staff in identifying and scoping product and new member opportunities.</p>	<p>Quality of event topics and speakers.</p> <p>Number of visits to stakeholders/ meetings attended and number of positive outcomes.</p> <p>Efficient operation of event/working group</p> <p>Efficient turnaround of agendas and minutes</p> <p>Completed follow up items</p> <p>Quality of relationships established</p> <p>Deadlines met</p>
Member Support	<p>Attend relevant member policy committees and provide executive assistance.</p> <p>Attend and administer member briefings &amp; committees.</p> <p>Foster positive relationships with members and key industry representatives.</p>	<p>Efficient operation of event/working group</p> <p>Efficient turnaround of agendas and minutes</p> <p>Completed follow up items</p> <p>Deadlines met</p> <p>Quality of relationships established.</p>
Research	<p>Identify opportunities to undertake relevant research to support policy positions and submissions.</p> <p>Source public and member data and use original research to inform the preparation and publication of policy material.</p>	<p>Deadlines met.</p> <p>Accurate data and information obtained.</p> <p>Relevance of research to VIC and other Divisions.</p>
People and Culture	<p>Proactively champion and role model a one-company culture and our company values.</p> <p>Promote a high performance and accountability culture.</p>	<p>Consistent demonstration of an energised, collaborative and ownership mindset.</p>

## Requirements including essential criteria

<p><b>Experience and skills</b></p>	<p>Proven experience in undertaking meaningful research in an area of policy/advocacy interest to the Property Council (e.g. residential housing policy, commercial office markets, capital markets, tax settings, sustainability, retirement living policy, diversity policy, asset management, cities policy, hotel and tourism policy).</p> <p>Understanding of the political process and the strategic challenges facing Victoria.</p> <p>Research and analytical skills.</p> <p>High level written and verbal communication skills, with close attention to detail.</p> <p>Ability to work in a small team environment and be able to develop effective relationships internally and externally.</p> <p>Ability to be self-motivated and work with limited supervision.</p> <p>Ability to undertake multiple tasks at the same time and meet competing deadlines</p>
<p><b>Knowledge</b></p>	<p>Knowledge of the policy development process.</p> <p>Knowledge and experience of the Victorian urban planning system (preferred).</p>
<p><b>Education</b></p>	<p>Final year enrolment or recent graduate from a relevant discipline such as politics, communications, law, planning or economics.</p>

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