

Job Description: WA Senior Policy Advisor - Research

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	WA Senior Policy Advisor - Research
Business Unit & Location	Perth, WA
Reports to	Deputy Executive Director
Direct reports	None

Position Purpose	To analyse planning proposals, public policy documents and develop research to progress the WA Division's policy and advocacy priorities.
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Relationships	
Key Internal Relationships	<ul style="list-style-type: none"> WA Executive Director WA advocacy team WA commercial team Advocacy and research staff in other divisions
Key External Relationships	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Monitor changes in the planning regime and analyse impact on property industry. Research and prepare submissions to State and local government. 	<ul style="list-style-type: none"> Positive assessment of quality of submissions from Deputy Executive Director. Positive assessment of the quality of analysis and issue management from the Deputy Executive Director.

	<p>Research and develop operating and strategic policy positions (in designated policy areas) to put to State and local government incorporating strong member input.</p> <p>Monitor the legislative and political process.</p> <p>Prepare briefing notes and communication.</p> <p>Prepare correspondence to politicians, political candidates and other key stakeholders.</p> <p>Initiate and foster positive relationships with key politicians, their advisors and State and local government officers.</p> <p>Provide policy support to other policy staff.</p>	<p>Impact on policy decision/outcome.</p> <p>Number of policy papers and submissions.</p> <p>Quality of analysis and issue management.</p> <p>Deadlines met.</p> <p>Quality of relationships established.</p> <p>Productive working relationships established with other policy staff.</p>
Commercial	<p>Identify and design policy-related seminars and events including member-only briefings and boardroom lunches.</p> <p>Proactively 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> <p>Positive feedback from WA Commercial Director</p>
Member Support	<p>Attend relevant member policy committees and provide executive assistance.</p> <p>Attend and administer member briefings & committees.</p> <p>Foster positive relationships with members and key industry representatives.</p>	<p>Efficient operation of committee/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>Understand WA planning systems and the impact on the property industry.</p> <p>Design and execute qualitative and quantitative research projects.</p> <p>Identify opportunities to undertake relevant research to support policy positions and submissions.</p>	<p>Deadlines met.</p> <p>Accurate data and information obtained.</p> <p>Relevance of research to WA and other Divisions.</p>

	Use original research to inform the preparation and publication of policy material.	
People and Culture	Proactively champion and role model a one-company culture and our company values. Promote a high performance and accountability culture.	Consistent demonstration of an energised, collaborative and ownership mindset.

Requirements including essential criteria

Experience and skills	<p>Minimum of 5 years' experience in policy and/or research</p> <p>Knowledge of the WA planning system and an ability to analyse planning regimes and proposals.</p> <p>Capacity to design and undertake 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>Ability to understand the political process and the strategic challenges facing WA.</p> <p>Research and analytical skills.</p> <p>High level written and verbal communication skills, with close attention paid 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>Demonstrated record of preparing structured reports and policy documents</p> <p>Strong research and analytical skills</p>
Education	Tertiary qualifications from a discipline such as planning, property development, economics or law.
Essential requirements	<p>Occasional irregular hours during events and conferences.</p> <p>Some interstate travel will be required.</p>

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