

Job Description: Retirement Living National Policy and Stakeholder Manager

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	Retirement Living National Policy & Stakeholder Manager
Business Unit & Location	Retirement Living; Brisbane (other capital cities may be considered)
Reports to	Executive Director – Retirement Living
Direct reports	None

Position Purpose	To develop and advocate policy positions, and manage stakeholder relationships, to support the agreed interests of Retirement Living Council members.
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Date	December 2021
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Relationships	
Key Internal Relationships	Executive Director – Retirement Living Retirement Living staff State Retirement Living policy leads All other Property Council staff
Key External Relationships	Retirement Living Council members Property Council Retirement Living members Relevant stakeholders, including Property Council members, residents, Members of Parliament, government officials, industry regulators and associated advocacy groups

Key responsibilities and tasks		
Key responsibility area	Key tasks	Measure of success
Policy	Maintain a strong understanding of retirement living and the factors influencing the success of member organisations.	Impact on policy decisions and outcomes Member support for policy positions Up-to-date industry knowledge

	<p>Develop a deep knowledge of RLC policy positions and research, in order to promote the interests of the sector.</p> <p>Understand retirement living legislation and business operations.</p> <p>Proactively identify policy opportunities that advance the RLC’s policy agenda.</p> <p>Work with members to develop policy responses to emergent issues, and to make submissions on federal, state, and local government legislative, tax and policy reviews.</p> <p>Assist the development of Property Council election platforms and pre-budget submissions.</p> <p>Provide policy support to members and other Property Council staff.</p>	<p>Timeliness and quality of policy papers and submissions</p> <p>Quality of analysis and issue management</p> <p>Positive feedback from colleagues and members</p>
Advocacy and Stakeholder Relations	<p>Support the RLC to achieve policy and advocacy outcomes by driving engagement with state retirement living committees, state retirement living members, state retirement living policy leads and state resident associations.</p> <p>Maintain a comprehensive database of stakeholders.</p> <p>Develop and implement stakeholder engagement plans to progress advocacy outcomes.</p> <p>Build and maintain strong relationships with key internal and external stakeholders .</p> <p>Represent the retirement living sector in advocacy meetings, as required.</p>	<p>Impact on policy decisions and outcomes</p> <p>Member support for policy positions</p> <p>Quality of analysis and issue management</p> <p>Positive feedback from colleagues and members</p> <p>Positive feedback from stakeholders</p>
Relationships	<p>Initiate and foster strong positive working relationships with:</p> <ul style="list-style-type: none"> • RLC members • Property Council members • Property Council colleagues 	<p>Impact on policy decisions and outcomes</p> <p>Member support for policy positions</p> <p>Positive feedback from colleagues and members</p> <p>Positive feedback from stakeholders</p>

	<ul style="list-style-type: none"> • Members of Parliament and government officials • resident groups • industry regulators • associated advocacy groups 	
Member Services	<p>Work with all divisions of the Property Council to support members and progress advocacy outcomes.</p> <p>Coordinate and administer RLC committees and workgroups, as directed by the Executive Director – Retirement Living.</p> <p>Prepare papers and information for RLC members and meeting papers, as required by the Executive Director – Retirement Living.</p> <p>Support National Events & Programs to plan the National Retirement Living Summit program.</p> <p>Identify, plan, and deliver member networking and development events, including member-only briefings and boardroom lunches.</p> <p>Proactively identify prospective members and support membership recruitment initiatives.</p>	<p>Impact on policy decisions and outcomes</p> <p>Positive feedback from colleagues and members</p> <p>Efficient operation of committees and work groups</p> <p>Timeliness and quality of papers and information prepared for members</p> <p>Membership retention and growth</p> <p>Quality, timeliness and number of member networking and development events</p>
People and Culture	<p>Proactively champion and role model a one-company culture and company values.</p> <p>Promote a culture of high performance and accountability.</p>	<p>Consistent demonstration of an energised, collaborative and ownership mindset.</p>

Requirements including essential criteria	
Experience and skills	<p>5+ years' experience gained in a policy, legal, stakeholder engagement, or corporate affairs/government relations position.</p> <p>Ability to think strategically.</p> <p>Knowledge of Australian politics, parliamentary process, and public policy development.</p> <p>Experience in managing difficult policy, reputational and stakeholder issues under minimal direction.</p> <p>Strong and versatile written and verbal communication skills, demonstrated by an ability to negotiate with, and relate to, a range of stakeholders, including senior government officials, business leaders and residents.</p> <p>Excellent organisational skills, with the ability to undertake a wide range of projects, work within tight timeframes, and adapt to rapidly changing work priorities.</p> <p>Ability to work independently and as part of a small team.</p> <p>Demonstrated ability to develop and maintain positive and productive relationships with internal and external stakeholders.</p>
Education	Relevant qualifications or equivalent experience in policy, law, stakeholder engagement, advocacy, government relations or politics.
Desirable requirements	Knowledge of retirement living and its regulatory environment.
Essential requirements	<p>Occasional irregular hours to meet deadlines and when attending events and conferences.</p> <p>Some interstate and regional travel will be required.</p>

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