

Job Description: QLD Policy 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	QLD Policy Manager
Business Unit & Location	QLD Division, Brisbane
Reports to	QLD Deputy Executive Director
Direct reports	None

Position Purpose	To identify relevant issues, develop and advocate public policy positions that progress the Division's policy and advocacy priorities.
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Relationships	
Key Internal Relationships	<ul style="list-style-type: none"> QLD Executive Director QLD advocacy staff QLD commercial staff Membership Central Advocacy and communications staff in other divisions
Key External Relationships	<ul style="list-style-type: none"> Government and Opposition Political advisors 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"> Proactively identify opportunities that further the organisation's policy agenda. with strategies and communications plans to utilise those opportunities. Secure the appropriate internal support to pursue policy efforts. Develop policy positions to put to state and local government incorporating strong member input. 	<ul style="list-style-type: none"> Committee member feedback. Lobbying wins. Deputy Executive Director's positive assessment of quality of submissions. Deputy Executive Director's positive assessment of the quality of analysis and issue management. Number of visits to stakeholders and number of positive outcomes. Deadlines met.

	<p>Proactively monitor the legislative and political process and create opportunities to influence the process.</p> <p>Prepare submissions to State and local government.</p> <p>Provide input into Federal Government submissions as required.</p> <p>Initiate and foster positive relationships with key politicians, their advisors and State and local government officers.</p> <p>Represent the property industry in meetings with State and local government (representing the Executive Director and Deputy Executive Director as required).</p> <p>Provide policy support to other policy staff, including staff in regional offices.</p> <p>Support the Executive Director and Deputy Executive Director on project specific tasks, including acting as alternate or representative on their behalf in forums as required.</p>	<p>Number of times people contacted and met.</p> <p>Quality of relationships established.</p> <p>Productive working relationships with other policy staff.</p>
<p>Member Engagement and Committee Support</p>	<p>Responsibility for managing and attending designated member committees including production of agendas, minutes and other related materials.</p> <p>Attend and assist with member-only briefings.</p> <p>Identify topics and speakers for events.</p> <p>Generate corporate communications to members.</p> <p>Support strategies to retain and attract members, in conjunction with Membership Central.</p>	<p>Efficient operation of committee/working group with positive feedback from Committee Chair</p> <p>Number of meetings/briefings attended.</p> <p>Efficient turnaround of agendas and minutes.</p> <p>Completed follow-up actions.</p> <p>Deadlines met.</p> <p>Positive and effective working relationships established</p> <p>Positive feedback from Deputy Director and other stakeholders in relation to production of high-quality communications</p>
<p>Communications</p>	<p>Identify and secure relevant media opportunities, including specialist and mainstream media, and brief ED.</p> <p>Generate content for the following:</p> <ul style="list-style-type: none"> • materials supporting advocacy campaigns • media releases • social media; and • correspondence to politicians, political candidates and other key stakeholders. 	<p>Number of media hits.</p> <p>Quality of media hits.</p> <p>Quality of communications material.</p>

Research	<p>Identify suitable research projects that align and support advocacy work.</p> <p>Conduct and manage the research projects.</p>	<p>Accurate data and information obtained.</p> <p>Number of research projects with alignment to successful achievement of advocacy objective.</p> <p>Deadlines met.</p> <p>Relevance of research to QLD and other Divisions.</p> <p>Positive and effective working relationship established with research team.</p>
Commercial	<p>Identify and design policy-related seminars and events including member-only briefings and boardroom lunches.</p> <p>Proactively assist commercial staff in identifying and scoping product and new member opportunities (e.g., identifying speakers, content and generating content).</p> <p>Develop materials to support events, including blurbs, speeches, letters of invitation and reviews.</p> <p>Foster positive relationships with members and key industry representatives.</p> <p>Assist commercial staff in the delivery of seminars, forums and events.</p>	<p>Quality of event topics and speakers.</p> <p>Member-only briefings held.</p> <p>Event attendance.</p> <p>Positive and effective working relationship established with Commercial Director.</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 approach.</p>

Requirements including essential criteria

Experience and skills	<p>5+ years' experience in policy and/or advocacy.</p> <p>Track record in pro-actively identifying issues that require organisation involvement.</p> <p>Demonstrated understanding of the political process and the strategic planning challenges facing Brisbane and QLD.</p> <p>Demonstrated ability to manage issues and projects.</p> <p>Demonstrated record of preparing structured reports and policy documents.</p> <p>Strong research and analytical skills.</p> <p>Excellent verbal communication and negotiation skills, including interpersonal, negotiation and advocacy skills.</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, to work on your own with limited supervision.</p> <p>Ability to undertake multiple tasks at the same time and meet competing deadlines.</p>
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Education	Tertiary qualifications in one of the following: politics, law, planning, commerce, economics, communications or similar.
Essential requirements	Occasional irregular hours during events, conferences and in response to political and/or media requirements. Some interstate travel and regional travel will be required.

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