

Position Description: Hunter and Central Coast Regional 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.
----------------------------	--

Position	Hunter and Central Coast Regional Director
Business Unit & Location	NSW, Newcastle
Reports to	NSW Deputy Executive Director
Direct reports	None

Position Purpose	To develop and advocate public policy positions across the Hunter and Central Coast Region with supporting commercial activities that progress the Division's policy, advocacy, and membership priorities.
------------------	--

Relationships	
Key Internal Relationships	NSW Executive Director NSW Deputy Executive Director NSW Division team Advocacy staff from around the country
Key External Relationships	Hunter Chapter Committee Property Council members Prospective members Government, opposition, state agencies, local government Allied business, industry, and professional groups Media Peak bodies/industry bodies

Key responsibilities and tasks		
Key responsibility area	Key tasks	Measure of success
Advocacy	<p>Monitor the legislative and political process.</p> <p>Represent the property industry in meetings with state and local government.</p> <p>Foster positive relationships with key politicians, their advisers and state and local bureaucrats.</p> <p>Develop operating and strategic policy positions to put to state and local government incorporating strong member input.</p> <p>Prepare submissions to state and local government.</p> <p>Work in collaboration with other industry peak bodies on joint advocacy campaigns in the Hunter and Central Coast Region and attend meetings.</p>	<p>Deadlines met.</p> <p>Number of engagements with stakeholders and number of positive outcomes.</p> <p>Deputy Executive Director assessment of the quality of analysis and issue management.</p>
Communications	<p>Be the primary contact for the Property Council in the region.</p> <p>Act as Property Council spokesperson within the region (along with the Hunter Chapter Chair).</p> <p>Develop relationships with media.</p> <p>Prepare media releases and identify media opportunities.</p> <p>Prepare media releases and identify media opportunities together with the NSW/ACT Media and Communications Advisor.</p> <p>Prepare corporate communications material, including newsletter articles, advocacy alerts and website material.</p>	<p>Number of media hits.</p> <p>Number of media statements.</p> <p>Quality of communications material.</p> <p>Deadlines met.</p>
Commercial	<p>Build relationships with members.</p> <p>Identify and design policy-related seminars and events (with delivery by commercial staff).</p> <p>Assist commercial staff in the delivery of lunches, seminars, forums, and events.</p> <p>Assist in the retention and growth of membership across the region.</p> <p>Assist in the delivery of the Girls in Property program in the region.</p>	<p>Financial surplus generated</p> <p>Number of events delivered.</p> <p>Event attendance growth over time.</p> <p>Targets to be set in relation to new members</p>
Member Committee Management	<p>Set the annual action plan in conjunction with the Chair and Committee for the Hunter Chapter and Future Directions Committees.</p> <p>Administer and attend Hunter Chapter and Hunter Future Directions Committees and other Executive Meetings.</p>	<p>Action plan in place which reflects appropriate priorities.</p> <p>Efficient turnaround of agendas and minutes.</p> <p>Completed follow-up actions.</p> <p>Deadlines met.</p> <p>Committee member participation.</p>

	Determine annual work plan to deliver on priorities, including leveraging Committee members' skills to achieve goals.	
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>Demonstrated understanding of the political process.</p> <p>Ability to deal with policy issues relating to urban and economic growth.</p> <p>Superior communication and negotiation skills to achieve desired outcomes, including the ability to foster commitment from key decision makers and represent the Property Council to the media, members, and the public.</p> <p>Ability to develop effective relationships and influence people internally and externally.</p> <p>Well-developed issue management skills with the capacity to manage complex and sensitive issues.</p> <p>Ability to be self-motivated and work autonomously with limited supervision, while engaging remotely with a small team in Sydney.</p> <p>Strong and versatile written communication skills.</p> <p>Ability to undertake multiple tasks at the same time and meet competing deadlines.</p>
Education	<p>Tertiary qualifications are desirable in one of the following: politics, public affairs, law communications, business, economics or similar.</p> <p>IT literate and familiar with Microsoft Office products.</p>
Essential requirements	<p>Stand-alone office requires autonomy.</p> <p>Some work out of standard hours will be required.</p> <p>Some regional travel and travel to Sydney will be required.</p> <p>COVID-19 Vaccination – In addition to the Property Council's premises requiring full COVID-19 vaccination as a condition of entry, the Property Council also requires the incumbent to be fully vaccinated with an approved COVID-19 vaccine. Fully vaccinated means an initial double dose, with an on-going requirement to receive COVID-19 vaccine booster doses as recommended from time to time.</p>