

Job Description: Policy Manager, Capital Markets

About the Property Council	The Property Council Australia is the champion of Australia's largest industry that employs more than 1.4 million Australians and shapes the future of our cities. Our members include large and small companies that invest in, own, manage and develop all forms of property as well as providers of professional services to the industry.
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Position	Policy Manager, Capital Markets
Business Unit & Location	Capital Markets, Sydney
Reports to	Executive Director, Capital Markets
Direct reports	None

Position Purpose	To develop and advocate public policy positions that promotes strong and transparent real estate capital markets, with a focus on federal taxes and foreign investment.
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Relationships	
Key Internal Relationships	<p>Executive Director, Capital Markets</p> <p>Group Executive, Policy & Advocacy</p> <p>National Advocacy team</p> <p>Chief Executive</p> <p>Head of Media, Communications and Marketing and communications team</p> <p>State Executive Directors and state advocacy staff</p> <p>Advocacy Caucus staff group</p> <p>National Events and Programs team</p>
Key External Relationships	<p>Capital Markets members</p> <p>Property Council members</p> <p>Federal Government, Opposition crossbench, and their advisers</p> <p>Relevant government agencies (ATO, Treasury and FIRB and others)</p> <p>Other relevant advocacy and industry groups</p>

Key responsibilities and tasks		
Key responsibility area	Key tasks	Measure of success
Policy Development	<p>Monitor the policy, political and legislative process in relation to tax and foreign investment issues, at the federal and state level.</p> <p>Work with relevant committees to identify key advocacy issues to support the Executive Director, Capital Markets and Group Executive, Policy and Advocacy.</p> <p>Develop plans to achieve advocacy outcomes including the identification of key issues, the political environment, stakeholders, milestones, existing or required research and communication plans.</p> <p>Prepare high-quality and persuasive submissions and other responses to government policy and legislation.</p> <p>Initiate and help develop thought leadership to advance the interests of the Property Council's members and achieve positive advocacy outcomes.</p> <p>Ensure close member input to policy development.</p> <p>Leverage expertise within Property Council on cross-jurisdictional issues to further strengthen policy positions.</p> <p>Liaise closely with Property Council state and territory divisions on state-based tax and foreign investment policy positions.</p> <p>Lead the development of internal Property Council policy positions on issues relating to tax and foreign investment. Identify key issues that require escalation to the</p>	<p>Quality of policy positions (industry support; rigorous, innovative, and achievable solutions).</p> <p>Quality of submissions. Meeting project timelines.</p> <p>Timeliness of submissions.</p> <p>Effectiveness of member input.</p> <p>State and territory division engagement with relevant policy issues.</p> <p>Comprehensive and useful national policy resources.</p>

	Executive Director Capital Markets, Group Executive Policy and Advocacy and, where relevant, the Chief Executive.	
Advocacy	<p>Consider and implement impactful advocacy strategies to advance the interests of Property Council members, including taking into account the broader political and public policy environment, media and communications strategies and thought leadership initiatives.</p> <p>Advocate Property Council policy positions to national policymakers.</p> <p>Provide support to state and territory divisions on tax and foreign investment-related advocacy where appropriate.</p> <p>Represent industry on government boards, committees and working groups.</p>	<p>Early engagement with Executive Director Capital Markets and Group Executive Policy and Advocacy on key issues.</p> <p>Delivery of impactful advocacy campaigns.</p> <p>Advocacy wins.</p> <p>Policy outputs.</p> <p>Support provided to state and territory division</p>
Stakeholder Engagement	<p>Develop and maintain relationships with key political, industry and international stakeholders.</p> <p>Support relationships with potential members and research partners.</p> <p>Represent the Property Council on relevant stakeholder groups.</p>	<p>Quality of our access to policy decision makers.</p> <p>Quality of our stakeholder relationships.</p>
Member Engagement	<p>Manage relevant member committees through regular committee meetings, drafting meeting agendas and providing policy updates at committee meetings.</p> <p>Help support the delivery of the Property Leaders' Summit and Capital Markets Forum to provide deep value to members and strong commercial returns to the Property Council.</p> <p>Support strategies to retain and attract members.</p>	<p>High member satisfaction and retention.</p> <p>High delegate satisfaction with the Property Leaders' Summit and Capital Markets Forum.</p> <p>High effectiveness of committees.</p>

Communications	<p>Provide high quality corporate communications to members (newsletter, alerts, web content, social media presence).</p> <p>Proactively monitor the media landscape and identify key issues. Support the drafting of media statements relating to major national issues.</p> <p>Proactively engage and communicate with key internal Property Council stakeholders on key policy and advocacy issues</p>	Quality of communications material and reader engagement levels.
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Requirements including essential criteria	
Experience and skills	<p>Good understanding of political and policy development processes.</p> <p>Strong understanding of and experience in policy development and advocacy.</p> <p>Strong understanding of the Australian corporate tax system, preferably including its impact on the property industry.</p> <p>At least six years industry experience.</p>
Knowledge and skills	<p>Strong verbal and written communication skills, including interpersonal, negotiation and advocacy skills.</p> <p>Strong business acumen.</p> <p>Demonstrated ability to work across teams.</p> <p>Demonstrated ability to manage multiple issues/projects and meet competing deadlines.</p> <p>Proactive and self-motivated, and able to work in a small team environment with limited supervision.</p>
Education	Undergraduate degree in finance/law, public policy, commerce or similar.
Essential requirements	<p>Immediate responses to changes in the political and media environment.</p> <p>Attendance at some member events and stakeholder engagement outside normal work hours.</p> <p>Some interstate travel.</p>