

Position Description – Policy Manager, Capital Markets

Position:	Policy Manager, Capital Markets
Business unit & location:	National Division / 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 tax and foreign investment.
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Scope	
Key Internal Relationships:	<p>Executive Director – Capital Markets</p> <p>Chief Executive</p> <p>Group Executive, Policy & Advocacy and national advocacy team</p> <p>Head of Media & Communications and communications team</p> <p>Executive Directors and state advocacy staff</p> <p>National Conferences team</p>
Key External Relationships:	<p>Capital Markets members</p> <p>Property Council members</p> <p>Federal Government, Opposition and their advisers</p> <p>Relevant government agencies</p> <p>Other relevant advocacy and industry groups</p>

Key Accountabilities		
Key responsibilities	Key tasks	Measures of success
Policy development	<p>Monitor the policy, political and legislative process in relation to tax and foreign investment issues.</p> <p>Develop and proactively manage public policy positions relating to property investment framework, primarily focussed on tax and foreign investment.</p> <p>Prepare submissions and other responses to government policy and legislation.</p>	<p>Quality of policy positions (industry support; rigorous, innovative and achievable solutions).</p> <p>Quality of submissions.</p> <p>Meeting project timelines.</p> <p>Timeliness of submissions.</p> <p>Effectiveness of member input.</p>

Key Accountabilities		
Key responsibilities	Key tasks	Measures of success
	<p>Manage the design and delivery of relevant public policy research.</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.</p>	<p>State and territory division engagement with relevant policy issues.</p> <p>Comprehensive and useful national policy resources.</p>
Advocacy	<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.</p> <p>Represent industry on government committees and working groups where relevant.</p>	<p>Advocacy wins.</p> <p>Policy outputs.</p> <p>Support provided to state and territory divisions.</p>
Member engagement	<p>Support strategies to retain and attract members.</p> <p>Help support the delivery of the Property Leaders' Summit to provide deep value to members and strong commercial returns to the Property Council.</p> <p>Manage relevant member committees</p>	<p>High member satisfaction and retention.</p> <p>High delegate satisfaction with the Leader's Summit.</p> <p>Effectiveness of committees.</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>
Communications	<p>Provide high quality corporate communications to members (newsletter, alerts, web content).</p> <p>Draft media statements relating to major national issues.</p>	<p>Quality of communications material and reader engagement levels.</p> <p>Number of media hits.</p>

Person Specification

<p>Experience</p>	<p>Good understanding of political and policy development processes.</p> <p>Strong understanding of and experience in policy development.</p> <p>Strong understanding of the Australian tax system, preferably including its impact on the property industry.</p> <p>At least six years industry experience.</p>
<p>Skills</p>	<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>
<p>Education</p>	<p>Undergraduate degree in law, commerce, economics or similar.</p>
<p>Physical & environmental requirements</p>	<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>