

## THE ROLE

<b>ROLE :</b>	Assistant Director – Residential Development and Planning
<b>ROLE PURPOSE :</b>	Provide information, strategic advice and assistance to members, Regional management and other key stakeholders in all relevant areas relating to planning, residential development and environmental issues that impact the supply of new dwellings (low, medium & high density) and renovations.
<b>WHAT DOES THE ROLE DO :</b>	Develop and prosecute HIA's policies in relation to residential development and planning through a broad range of research and lobbying. Provide member services aimed at improving the operating environment for residential developers and builders in NSW and Nationally, including across medium and high density residential developments.
<b>HOW IS THE ROLE DONE :</b>	<p><u>Policy and Advocacy</u></p> <ul style="list-style-type: none"> <li>• Identify and prosecute policy settings that will encourage and support residential development and housing delivery throughout NSW and Nationally, in particular for residential developments (land and apartments)</li> <li>• Undertake research, policy and advocacy programs relating to planning, development, infrastructure and sustainability issues affecting residential developers</li> <li>• Report and respond to changes in government property, land development, planning and environmental legislation and policy that affect the housing industry, particularly identifying housing costs, regulatory burden and impediments to supply time frames for residential development.</li> <li>• Provide high level research, representation, advocacy and support to the Regional Executive Director NSW on planning, building and development issues.</li> <li>• Develop and foster effective contacts, access and communication with senior Government representatives, industry leaders, manufacturers and suppliers, external industry bodies and local councils</li> <li>• Take a lead role in the design and execution of HIA lobby strategies including research reports, submissions, letters, media releases, presentations and meetings</li> </ul> <p><u>Stakeholder Engagement</u></p> <ul style="list-style-type: none"> <li>• Initiate and maintain high level services and relationships with major builders, residential developers and land developers.</li> <li>• Ensure sound communications internally including with national and regional committees and externally, including media content.</li> <li>• Development and distribution of tailored communication briefs for residential developers coordinating input from relevant HIA</li> </ul>

	<p>service areas and policy staff and other stakeholders nationally</p> <ul style="list-style-type: none"> <li>• Work cooperatively with other service and policy staff to ensure high level member support and communication</li> <li>• Provide secretariat support and effectively communicate on key issues with the NSW Planning and Environment Committee</li> <li>• Liaise with HIA members to identify problems, delays and unnecessary obstacles in the planning/development/building approval process providing strategic advice on such matters and escalating where considered appropriate.</li> <li>• Prepare written articles and tailored presentations for HIA members on current planning, development and building issues</li> <li>• Attend and present at various HIA events, trade nights and training programs</li> <li>• Develop, promote and undertake relevant activities to support and advance the HIA GreenSmart program</li> <li>• Represent HIA on NSW government and industry forums</li> <li>• Other duties required by the Executive Director</li> </ul>
<p><b>KEY ACCOUNTABILITES:</b></p>	<ul style="list-style-type: none"> <li>• Timeliness of advice and information provided to stakeholders</li> <li>• Accuracy and quality of advice and information provided to stakeholders</li> <li>• Positive contribution to the team environment (NSW and National)</li> <li>• Demonstrated willingness to research and develop personal knowledge and skills</li> <li>• Proactive support to the Executive Director &amp; the broader policy team.</li> </ul>
<p><b>ATTRIBUTES AND EXPERIENCE:</b></p>	<ul style="list-style-type: none"> <li>• Degree in Urban Planning, Environmental Planning or Management, or Building related discipline</li> <li>• Experience at a leadership level within the Planning or Residential Development area</li> <li>• An excellent understanding of the housing industry with specific demonstrated experience in the multi-residential market and land developments</li> <li>• A demonstrated ability to provide strategic advice and advocacy</li> <li>• Excellent organisational ability and ability to manage competing priorities</li> <li>• Excellent networking and communication skills and capacity to handle key relationships</li> <li>• Well-developed research and report writing skills</li> <li>• Highly computer literate and capable with on-line research tools and the Microsoft Office suite</li> <li>• Excellent communication skills (both written and oral)</li> <li>• Ability to build rapport with HIA members and industry stakeholders in prosecuting HIA policies</li> </ul>

<b>REPORTING :</b>	<p>The position reports to:</p> <ul style="list-style-type: none"><li>• Executive Director – NSW</li></ul> <p>The position has key internal relationships with:</p> <ul style="list-style-type: none"><li>• Senior Executive Director – Building, Development &amp; Environment</li><li>• Regional Executive Director – Hunter</li><li>• Regional Executive Director ACT/Southern NSW</li><li>• HIA Planning Services team</li><li>• HIA Building Services team</li></ul>
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