

## POSITION DESCRIPTION

<b>ROLE:</b>	<b>ASSISTANT DIRECTOR - POLICY AND COMPLIANCE (NSW)</b>
<b>ROLE PURPOSE:</b>	<p>To assist in the formulation and delivery of innovative and industry focused regional policy in New South Wales.</p> <p>To support the regional delivery of membership services, contracts and compliance advice and related areas to HIA members.</p>
<b>WHAT DOES THE ROLE DO:</b>	<ul style="list-style-type: none"> <li>• Develop policy and deliver services that support members' business and operational functions across a range of legal, industry and compliance issues</li> </ul>
<b>HOW IS THE ROLE DONE:</b>	<ul style="list-style-type: none"> <li>• Guide and develop policy debate within HIA's regional member forums in New South Wales</li> <li>• Provide policy support and strategic advice to Regional Executive Director (NSW) and the Contracts and Compliance team</li> <li>• Collaborate with Regional Executive Director (NSW) and Contracts and Compliance team to deliver membership services and communications</li> <li>• Provide a strong HIA influence in Government policy direction</li> </ul>
<b>KEY ACCOUNTABILITIES:</b>	<ul style="list-style-type: none"> <li>• Identify and report on regional legal, industry and compliance issues which will impact on members or HIA, including reviewing draft legislation and preparing submissions and briefing papers.</li> <li>• Develop articles, newsletters, information sheets and other member communications including media releases, member alerts and social media posts to support HIA policy development and lobbying efforts.</li> <li>• Highlight HIA policy and lobbying work to HIA staff</li> <li>• Provide policy, research and lobbying support for the NSW Regional Executive Director on relevant legal, industry and compliance issues including: <ul style="list-style-type: none"> <li>○ Housing policy and industry productivity</li> <li>○ Taxation</li> <li>○ Skills, workforce development and immigration</li> <li>○ Small business</li> <li>○ Regulatory burden and red tape</li> <li>○ Government tendering and procurement</li> <li>○ Insurance that impacts the residential building industry</li> <li>○ WHS</li> <li>○ Consumer protection regulatory frameworks including licensing and residential building contracts,</li> <li>○ Security of payment,</li> <li>○ Governance issues affecting businesses in the residential building industry</li> <li>○ Long service leave and</li> <li>○ Workers compensation.</li> </ul> </li> <li>• Handle more complicated member matters as requested and as regional workflow requires</li> <li>• Support the maintenance and review of HIA standard form residential building contracts.</li> <li>• Develop a network of relevant government and industry contracts,</li> </ul>

	<p>including with HIAIS</p> <ul style="list-style-type: none"> <li>• Ensure that HIA is represented on relevant industry forums and makes a valuable contribution influencing policy and outcomes.</li> <li>• Present at industry forums and deliver other relevant training as required</li> <li>• Provide secretariat support and attend the NSW Regional Industrial Relations &amp; Legal Services Committee</li> <li>• Provide support to other Regional Committees, including training, membership and kitchen and bathroom committees</li> <li>• Provide support to Regional Executive Committee on legal, industry and compliance issues</li> <li>• Other duties or tasks as directed by the Director, Regional Policy, Contracts and Compliance, and Director National Policy, Contracts and Compliance</li> </ul>
<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Appropriate qualifications and experience in industrial relations, law or business compliance</li> <li>• Ability to collaborate across functional areas and within regional locations</li> <li>• Effective communication and interpersonal skills</li> <li>• Experience in policy development and advocacy</li> <li>• Demonstrated ability to work under pressure, meet deadlines and produce results</li> <li>• Demonstrated ability to show initiative and identify strategic issues</li> </ul>
<b>REPORTING:</b>	<p>Direct report - Director, Regional Policy, Contracts and Compliance Executive Director and Deputy Executive Director - NSW</p>
<b>KEY STAKEHOLDERS</b>	<p>Contracts and Compliance Team Director - National Policy, Contracts and Compliance Director - ILP and Contracts Director - Industry and Business Information SED - Compliance and Workplace Relations</p>