

POSITION DESCRIPTION

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| ROLE : | Senior Planner |
| ROLE PURPOSE : | <p>Provide information, advice and assistance to members, regional management and other stakeholders in areas relating to town planning, land development and environmental issues.</p> <p>Take leadership (or be responsible for informing and keeping up-to-date) to inform and keep up-to-date the Victorian and Tasmanian Environment, Planning & Development Committees (or similar) on relevant emerging and current topics</p> |
| WHAT DOES THE ROLE DO : | <p>Deliver, promote and prosecute HIA policies through a broad range of member services, lobbying and submissions and to government in relation to residential development, planning and the environment within Victoria and Tasmania.</p> |
| HOW IS THE ROLE DONE : | <p><u>Policy and Advocacy</u></p> <ul style="list-style-type: none"> • Identify and prosecute policy settings that will encourage and support residential development in Victoria • Undertake research, policy and advocacy programs relating to planning, development, infrastructure and sustainability issues affecting HIA members • Provide high level research, representation, advocacy and support to the Regional Executive Director Victoria and Tasmania on planning, and environmental issues affecting residential development. • Develop and foster effective contact, access and communication with senior government representatives, industry leaders, and manufacturers and suppliers, external industry bodies and local councils • Monitor and review changes in government property, land development, planning and environmental legislation and policy that affects the housing industry, particularly housing costs • Assist in the design and execution of lobby strategies including research reports, submissions to governments, letters, media releases, presentations and meetings • Represent the Regional Executive Director on policy and government relations in planning matters <p><u>Stakeholder Engagement</u></p> <ul style="list-style-type: none"> • Provide general planning, development and environmental approvals advice to HIA members on issues related to: <ul style="list-style-type: none"> ○ Victorian and Tasmanian residential development matters, including for example Victorian ResCode ○ planning approvals and ○ other related planning matters, such as; sustainability and building resilience • Initiate and maintain high level services and relationships with major builder developers. • Ensure sound communications internally including national and regional committees and externally • Work with other service staff to ensure high level member support and communication |

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| | <ul style="list-style-type: none"> • Provide secretariat support and effectively communicate on key issues with the Victorian and Tasmanian Environment Planning and Development Committees or similar, including taking a leadership role to inform and keep up-to-date Committee of emerging and current topics • Develop various communications for members – written articles and tailored presentations • Attend and present at various HIA events, trade nights and awards • Develop, promote and undertake relevant activities to support and advance the HIA GreenSmart program • Represent HIA on senior government and industry forums <p><u>Other</u></p> <ul style="list-style-type: none"> • Is capable to represent the Regional Executive Director in matters of residential development and at some state and industry based committees • Perform other duties required by the Victorian and Tasmanian Executive Directors • Regularly and proactively engage with and take direction from the Executive Director – Planning & Development <p>Successful performance of the role will be demonstrated with targeted and active communication and engagement techniques</p> |
| <p>KEY ACCOUNTABILITES:</p> | <ul style="list-style-type: none"> • Timeliness of advice and information provided to stakeholders • Accuracy and quality of advice and information provided to stakeholder • Contribution to the team environment • Demonstrated willingness to research and develop personal knowledge and skills • Producing relevant and informative content for Committees as directed by Victorian / Tasmanian Regional Executive Directors and the Executive Director – Planning & Development. |
| <p>ATTRIBUTES AND EXPERIENCE :</p> | <ul style="list-style-type: none"> • Degree in Urban Planning, Environmental Planning or Management, or Building related discipline • Sound understanding of the housing industry with specific demonstrated experience in the multi-residential market and land developments • Excellent organisational ability and ability to manage competing priorities • Excellent networking and communication skills and capacity to handle key relationships • Well-developed research and report writing skills • Highly computer literate and capable with on-line research tools and the Microsoft Office suite • Excellent communication skills (both written and oral) • Ability to build rapport with HIA members and industry stakeholders in prosecuting HIA policies |
| <p>REPORTING :</p> | <p>The position reports to:</p> <ul style="list-style-type: none"> • Regional Executive Directors – Victoria / Tasmania <p>The position has key internal relationships with:</p> <ul style="list-style-type: none"> • Executive Director - Planning and Environment • HIA planning services team • HIA building services team |