

<b>#JOB TITLE:</b>	POLICY AND PUBLIC AFFAIRS MANAGER, AUSTRALIA
<b>JOB HOLDER:</b>	VACANT
<b>DATE UPDATED:</b>	MAY 2021
<b>REVISION (HR Office Use):</b>	VERSION 1

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**1 MAIN PURPOSE OF THE JOB**

Responsible for developing and delivering the CIOB's policy and external affairs activity in Australia at a Federal and State level, whilst seeking opportunities to gain recognition and influence with the New Zealand Government.

Working with members and regional staff, develop proactive and reactive policy positions to raise the CIOB's profile and recognition with the Federal and State Governments of Australia and the New Zealand Government.

Through collaboration with members, ensure CIOB's target audience and stakeholders are informed of our offer to the construction sector in Australia and New Zealand.

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**2 POSITION IN ORGANISATION**

- Reports to, and is directed by, the Associate Director of Policy.
- Works with regional teams at all levels of the organisation (in Australia and New Zealand), Membership, Boards and Committees, and external stakeholders including Governments (parliamentarians and officials; Federal and, where appropriate, State), industry and other professional bodies in Australia and New Zealand

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**3 DIMENSION & LIMITS OF AUTHORITY**

- Works both independently, and in consultation with the Associate Director of Policy and regional Hub Committees priorities.
- Manage relationships with target audience, including political monitoring.

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**4 SKILLS & EXPERIENCE**

- Ideally qualified to degree level or equivalent, with membership of a relevant professional body desirable.
- In-depth knowledge of construction sector and public policy in Australia, with proven experience influencing Federal/State Government(s).
- Strong understanding of the Australia's policy and regulatory approach to construction. An understanding of how construction policy applies comparatively in Australia and in global regions would be an advantage. Knowledge of New Zealand's equivalents would be an advantage.
- Ideally, an understanding and experience of the role of policy and public affairs within a professional body environment.
- Experience of managing projects and a proven track record and experience of building and managing relationships with a diverse range of stakeholders.
- Experience in thought-leadership, writing, research, presentation and communication skills (e.g. producing briefing papers, short reports, presenting policy positions at meetings).
- Knowledge of the Australian Governments' (Federal and State), and the New Zealand Government's and parliamentary processes, including ability to cross-examine policy development.
- Demonstrable credibility in influencing Federal, State and National (New Zealand) Government policy and parliament on a variety of policy issues.
- Reputation and credibility with senior governmental officials and Parliamentarians as well as the ability to build new relationships and networks.

- Strong networking skills and the ability to manage groups and facilitate discussion.
- Work under own initiative; operate as part of a team, and conjunction with high-level national/regional members.
- Enthusiastic and flexible with strong interpersonal skills, especially judgement and initiative.
- Able to understand the public interest position of a professional body and how this is distinct from traditional policy making and how this may apply contextually in global regions.

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5 DUTIES & KEY RESPONSIBILITIES

**Lead on the development and implementation of a Policy and Public Affairs strategy in Australia**

- In collaboration with the Associate Director for Policy, develop and lead CIOB's Policy and Public Affairs strategy in Australia, ensuring that it raises the profile and influence of the CIOB, and is consistently aligned with our vision and Corporate Plan;
- Ensure that the activities undertaken position the CIOB as part of the solution in Australia and creates opportunities for CIOB engagement with policy stakeholders.
- Recommend new policy and public affairs activity based on analysis of political, economic and industry trends, and meetings with external contacts.
- Horizon scan opportunities for recognition and influence in New Zealand, and work with regional members to gain from these.

**Implement evidence-informed Policy, Public Affairs and Campaigns activity and raise the profile of CIOB in Australia**

- Develop strong parliamentary engagement in Australia (and at State level where this may apply); advising Ministers, parliamentarians, officials and relevant stakeholders on developing areas of policy and specific legislation covering the built environment.
- Working with members, adapt CIOB's global policy positions to correspond to federal/state policy and legislation
- Where necessary, undertake proactive/reactive policy development, or commission socio-economic research to support the public interest mandate of the CIOB.
- Plan and oversee execution of appropriate stakeholder events in Australia, including ensuring there is strategic engagement and relationship building.
- Work with the Regional colleagues to ensure policy and public affair messaging is timely, appropriate and consistent in approach.
- Assist in social media messaging for Policy in Australia.
- Develop and maintain a network of sectoral stakeholders and, where possible, national decision makers in New Zealand

**Represents CIOB in the public domain to raise profile of the Institute and its work**

- Manage CIOB presence at parliamentarian-facing events, such as parliamentary groups and receptions etc. to ensure messaging and events are aligned to CIOB policy.
- Represent CIOB at a high level in the political domains, aiming to raise the profile of the CIOB and the wider built environment sector; seeking information that develops new, or complements existing, policy and public affairs aims.
- Oversee the provision of advice and guidance to senior CIOB staff and members, ensuring they are kept informed of latest policy issues and providing advice on strengthening key relationships with politicians and industry figures. Ensure they are provided with thorough briefing and necessary preparation for relevant meetings and speaking engagements.
- Work with other professional bodies as appropriate in making the case both for professionalism and the industry.
- Seek and obtain opportunities to represent CIOB in high-level sectoral discussion and policy activity in New Zealand

This is not an exhaustive list of responsibilities involved in the role and the CIOB reserves the right to change the scope of job in line with the operational requirements.

**BOTH THE EMPLOYEE AND MANAGER WILL ELECTRONICALLY SIGN THE JOB DESCRIPTION ON PEOPLE HR.**