

POSITION DESCRIPTION

ROLE :	Assistant Director – Planning and Building (WA)
ROLE PURPOSE :	Provide information, advice and assistance to members, senior management and other stakeholders in areas relating to building, planning, land development and environmental issues.
WHAT DOES THE ROLE DO :	Deliver, promote and prosecute HIA policies through a broad range of member services and lobbying in relation to residential development, planning and the environment within WA, as required.
HOW IS THE ROLE DONE :	<p><u>Policy and Advocacy</u></p> <ul style="list-style-type: none"> • Where agreed with the Executive Director, identifies and prosecutes policy settings that will encourage and support residential development and building in WA • Undertakes research, policy and advocacy programs relating to planning, development, residential building, sustainability issues and other matters , as required, affecting HIA members • Provides high level research, representation, advocacy and support to the Executive Director on planning, building and environmental issues affecting residential development in WA and nationally . • Develops and fosters effective contact, access and communication with senior Government representatives, industry leaders, and manufacturers and suppliers, external industry bodies and local councils • Monitors and reviews changes in land development, building, planning and environmental legislation and policy that affects the housing industry in WA and nationally • Assists in the design and execution of lobby strategies including research reports, submissions, letters, media releases, presentations, articles and meetings <p><u>Stakeholder Engagement</u></p> <ul style="list-style-type: none"> • Provides technical (building) advice to HIA members on issues related primarily to residential building and development, construction practices and material technology, including: <ul style="list-style-type: none"> ○ WA building regulations and building permit advice, ○ requirements of the Building Code of Australia and Australian Standards, ○ building materials and construction advice, including acceptable standards and tolerances for workmanship ○ workplace health and safety requirements for residential building • Provides general planning advice to HIA members on issues related to: <ul style="list-style-type: none"> ○ WA residential design codes and ○ planning approvals • Initiates and maintains high level services and relationships with key builders and developers in the region. • Delivers timely communications internally including briefing national and regional staff and externally, including the media, as required. • Works with other regional service staff to ensure high level member support and communication • Provides secretariat support and effectively communicate on key issues with the WA Environment, Planning and Development (EPD) Committee and WA Technical Committee

	<ul style="list-style-type: none"> • Develops various communications for members – written articles and tailored presentations • Attends and presents at various HIA events, trade nights and awards • Develops, promotes and undertakes relevant activities to support and advance the HIA GreenSmart program • Represents HIA on government and industry forums in WA and nationally, as required <p><u>Other</u></p> <ul style="list-style-type: none"> • Assists Regional Executive Director in other areas of policy advocacy and development as required • Assists in the strategic planning process for HIA WA Region • Deputise for the Regional Executive Director as required • Perform other duties required by the Executive Director 										
KEY ACCOUNTABILITES:	<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 										
ATTRIBUTES & EXPERIENCE:	<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 										
REPORTING :	The position reports to the Executive Director – WA										
FUNCTIONAL RESPONSIBILITY :	<p>The role has key internal relationships with:</p> <table border="1" data-bbox="475 1413 1428 1753"> <thead> <tr> <th data-bbox="475 1413 880 1476">Function</th> <th data-bbox="887 1413 1428 1476">Staff Member</th> </tr> </thead> <tbody> <tr> <td data-bbox="475 1485 880 1570">Planning & Environment</td> <td data-bbox="887 1485 1428 1570">Executive Director – Planning & Environment</td> </tr> <tr> <td data-bbox="475 1579 880 1632">Building Policy</td> <td data-bbox="887 1579 1428 1632">Executive Director – Building Policy</td> </tr> <tr> <td colspan="2" data-bbox="475 1641 1428 1695">HIA planning services team</td> </tr> <tr> <td colspan="2" data-bbox="475 1704 1428 1753">HIA building services team</td> </tr> </tbody> </table>	Function	Staff Member	Planning & Environment	Executive Director – Planning & Environment	Building Policy	Executive Director – Building Policy	HIA planning services team		HIA building services team	
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