



Planning Policy and Research Officer (Affordable Housing)

Position Description

October 2019

Affordable Development Outcomes is seeking a strategic thinker with sound research, policy development and communication skills and a passion for making a positive social impact to work with us to develop innovative, evidence-based Affordable Housing policies, site-specific delivery strategies and new planning controls.

The successful candidate is an initiative-taker with strong critical thinking, research, conceptual and analytical skills, a demonstrated ability to identify, synthesise and communicate data and policy concepts into policy directives and high-quality written reports and presentations and excellent self-organisation, motivation and project management capabilities.

A minimum five-years' experience in social or strategic policy or statutory planning and/or work in a social policy related field, ideally within government or a planning, property development and/or not-for-profit housing sector or service agency is required.

The work is guided on outcomes, and you must be comfortable to work independently, take direction, self-manage your time and deliverables, apply initiative and deliver agreed outputs on time and to a high written quality.

The role is offered on a part-time (3-day / week) basis on an initial 12 month contract basis with significant potential for extension, working directly with the Director for a wide range of government and industry clients. Excellent flexible working conditions with regards to working days and location and remuneration appropriate to the skill level and experience are offered, approximately comparable to a Victorian local government band 5 – 6.

Key Areas of Success... (Requirements)

The successful candidate will have:

Qualifications and Experience	<ol style="list-style-type: none"> 1. Tertiary qualifications in strategic, statutory or social planning, public policy or property development. 2. A minimum 5 years' experience in government or a planning, property development and/or a not-for-profit housing organisation or professional service agency.
Planning system, policy skills and experience	<ol style="list-style-type: none"> 3. A sound understanding of the Victorian planning scheme structure and implementation. 4. Skills and experience in identifying, synthesising and interpreting social policy, including identifying patterns, variables or links and analysing to determine implications for policy development and action. 5. Experience in conducting policy research and skills in transferring analysis into policy or strategy documents, planning applications, reports and/or advice. 6. Interest in and critical thinking about contemporary social issues and potential solutions. 7. Experience in the development of policy and/or reviewing or drafting planning policy and/or planning scheme amendments is desirable.
Data research, and synthesis. Communication and presentation	<ol style="list-style-type: none"> 8. Experience in sourcing, formulating, analysing and presenting data into graphical representation. 9. Ability to proactively identify and making connections across different sources of data and policy information to inform analysis. 10. Highly developed oral and written communication skills, with excellent skills writing reports and strategy documents, policies, reports and briefings for a range of audiences. 11. Proficiency in the use of MS Excel, Word and Powerpoint is essential. Additional skills in using graphic presentation tools is desirable.
Personal Leadership & Contributions	<ol style="list-style-type: none"> 12. Capacity to independently manage a workload across several projects and clients, proactively plan and manage project deliverables, identify potential challenges or blockages and solutions to ensure work objectives are achieved. 13. A level of flexibility in approach with an ability to shift from pre-determined tasks to respond to urgent requests for work. 14. A natural ability to build rapport and trust to support relationships. 15. Community compassion and care, demonstrating high levels of empathy and an interest in undertaking work that can support a positive social impact.

You can work...

Family commitments, your favourite gym class, book club... we understand the need for flexibility and will work together to agree the structure of your time across the week to suit our collective needs.

You must have the ability to work in Australia and can commit to three days per week. You are comfortable working independently and you are able to comfortably and safely work remotely if required.

What You Value...

You value the opportunity to work in a growing area of innovation and policy influence. You have a keen interest in social justice, housing and other community issues, and compassion and empathy rate high in your values.

You have an inquisitive nature and are constantly looking to connect the dots across the information you gather and develop solutions to problems. You don't take yourself too seriously nor do you bring an unhealthy ego.

You have the ability to recognise areas of professional development and not be afraid to seek out guidance.

You are valued...

The position is offered as a part-time position under a contractual agreement for an initial 12 month period based in Footscray, Victoria.

We value your experience and expertise and will offer an appropriate remuneration for the skills and experience. As a guide, this position is considered comparable to a Victorian Local Government level 5 – 6.

Think this is for you... (Application requirements)

To apply, please email a maximum two-page letter setting out how you would like to contribute to the vision of Affordable Development Outcomes and how your skills align to the Requirements set out in this brief. Remember to demonstrate your passion and commitment to the area and tell us about your personal values.

We would also like a copy of your CV and a minimum of one and maximum of three examples that highlights your research and written communication skills, and ideally skills in data collation and presentation.

If you think this could be the job for you, please email your application to Kate@adoutcomes.com.au by 5 pm Tuesday 29 October 2019. Only applications emailed to this address will be accepted.

Questions in the first instance must be emailed to Kate@adoutcomes.com.au.

www.affordabledevelopmentoutcomes.com.au

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