

# Position description

## Senior Policy Officer- Affordable Housing

### Position details

Division:	Executive Services
Branch:	Homes Melbourne
Reports to title:	Manager Affordable Housing Homes Melbourne
Position No:	17025
Classification:	Class 6
Financial management	NIL
Total people:	NIL
Primary skill pool:	Policy implementation
Secondary skill pool:	Strategy

### Team context

The purpose of Homes Melbourne is to improve housing outcomes across the housing spectrum in the City of Melbourne. This involves partnering across the homelessness and affordable housing sector, including with the Victorian Government through Homes Victoria, the not-for-profit sector including Community Housing Organisations and service providers and with the development industry.

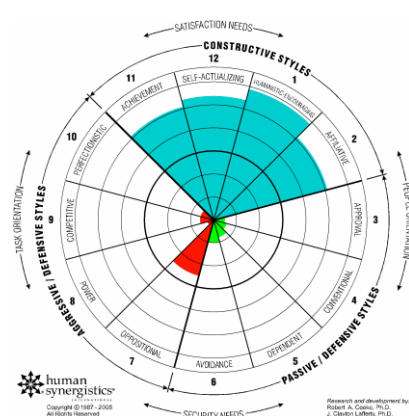
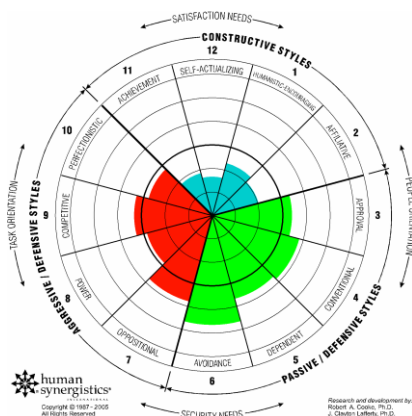
Homes Melbourne will strive to ensure people have access to safe, high-quality housing, close to jobs and services to ensure Melbourne is safe and inclusive, accessible and affordable, and economically prosperous into the future.

The Senior Policy Officer- Affordable Housing, will help guide and deliver Council's endorsed Affordable Housing Strategy, connect housing experts and agencies, enable innovative housing delivery through collaboration and lead a creative and visible program to reduce homelessness in the city and ensure key workers have access to safe, secure, sustainable and high quality homes in the City of Melbourne. In addition, Senior Policy Officer- Affordable Housing, will work with neighbouring inner-metro Councils to upscale delivery and strategy development, advocate to the Victorian Government to enable sustained investment into social and affordable housing.

### Culture and Values

CoM aspires to a culture which is humanistic and encouraging, self-actualising, affiliative and achievement focused. We focus on culture because we know that a constructive culture is good for our wellbeing as well as our ability to deliver high quality outcomes.

We measure our performance against the desired culture using the Human Synergistics tool, the "Organisational Culture Inventory" (OCI).



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Our ICARE values (integrity, courage, accountability, respect and excellence) are the foundation for our behaviour for ourselves and our teams.



### INTEGRITY

Be honest and reliable, have integrity



### COURAGE

Speak up, have courage, make things happen



### ACCOUNTABILITY

Act with accountability, be responsible for what you do and how you do it



### RESPECT

Be inclusive, stay open, value every voice, establish respect and collaborate



### EXCELLENCE

Display excellence, work with energy and passion achieving the best results

## Position purpose

The Senior Policy Officer is responsible to build internal capacity of the organisation and influence key stakeholders and communicate key issues and opportunities to increase the supply of affordable housing across the municipality.

The Senior Policy Officer- Affordable Housing, will primary support the Manager of Affordable Housing. The purpose of this role is to deliver high quality research and advice regarding the issues of affordable housing and to effectively deliver the five key priorities of the Affordable Housing Strategy:

These priorities are to: • Deliver more affordable rental housing on City of Melbourne-owned land • Advocate for increased investment and systemic change for better housing outcomes • Facilitate more affordable rental housing through the planning system • Partner with governments, industry, peak bodies and the community to increase affordable rental housing • Respond to the COVID-19 crisis with affordable rental housing.

## Position accountabilities

The Senior Policy Officer- Affordable Housing, will be accountable for:

- Providing expert, reasoned recommendations and innovative solutions on complex affordable housing issues to the Manager of Affordable Housing and key stakeholders
- Developing complex written reports, briefs, policies and procedures for review by the Manager of Affordable Housing, as required.
- Undertaking research (social and economic analysis) in relation to issues and opportunities as required by Manager of Affordable Housing.
- Participating in project work, committees and other duties as required by the Manager of Affordable Housing
- Preparing high quality reports and information to as required by the Manager of Affordable Housing for use in internal and external settings.

## Environment: communication and judgment

### Communication:

The position requires sophisticated communication skills, both internally within the branch and within the City of Melbourne.

The role requires the ability to work with initiative and flexibility within a changing environment. High level interpersonal skills will be called upon to effectively influence key stakeholders with multiple and varied business needs and priorities

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### Internal

The position has a close and co-operative working relationship with the Housing Advisor, Manager of Affordable Housing and the CEO Homes Melbourne.

### External

The Senior Policy Officer- Affordable Housing, supports the Manager of Affordable Housing and produces and presents comprehensive high level advice on business management matters as well as the development and production of detailed reports for use with external clients and stakeholders.

The Senior Policy Officer - Affordable Housing, establishes effective working relationships with relevant housing organisations and agencies in order to achieve these objectives.

### ***Judgment:***

The Senior Policy Officer - Affordable Housing, supports the Manager of Affordable Housing on all day to day and medium term management decisions and helps guide and manage the Band 5 Housing Advisor

## **Selection criteria**

The Senior Policy Officer- Affordable Housing will demonstrate:

- Ability to articulate and demonstrate benefits of positive culture and values.
- Analytical and lateral thinking skills and the ability to take the initiative, drive change and implement innovations
- Inter-personal, negotiation and persuasion skills with the ability to use discretion and judgement.
- Proven experience managing issues within a highly political and complex environment

In addition, the Senior Policy Officer- Affordable Housing will require

- Qualification to degree level in social science, planning economics, urban planning or eligibility for affiliate membership of the Planning Institute of Australia (PIA) and a current Victorian Driver's Licence.
- Analytical and lateral thinking skills and the ability to take the initiative, drive change and implement innovations.
- Substantial experience in strategic planning and policy development with a high level analytical and conceptual capability, and ability to devise innovative and practical recommendations to resolve issues and progress affordable housing goals in accordance with relevant legislation.

Desirable additional expertise / experience

- Socio economic analysis and data analysis skills
- Knowledge of GIS and Map Information computer programs

## **Inherent Physical Requirements**

The reference to the Inherent Physical Requirements for this position is DM# [9233657](#).

## **The Way We Work**

CoM's vision is to be a leading organisation for a leading city. CoM fosters a workplace that is stimulating, constructive, flexible, diverse and inclusive and that achieves high quality outcomes for the Council, customers and our community. We recognise that a constructive culture brings out the best in our people. We strive to meet the demands of our employees' professional lives while they can accomplish their priorities outside of work and have a positive work life balance.

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We strive to make our organisation agile, with the ability for our work teams to adapt and change based on the evolving needs of CoM. To keep pace with our customers and our changing city, we need a resilient, adaptable, accountable, diverse and inclusive workforce that reflects our community and is committed to excellence.

We establish challenging but realistic goals, develop plans to reach those goals, pursue them with enthusiasm, and are accountable for their achievement. We want our employees to get enjoyment from their work, develop themselves, and take on new and interesting activities whether they are within CoM or outside of CoM. We want our workforce to be supportive, helpful and open in their dealings with each other, through open communication, cooperation, and the effective coordination of activities.

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