



POSITION DESCRIPTION

Policy & Strategic Planning Lead

Reports to:	Chief Executive Officer
Length of Tenure:	12-month contract (3-month probationary period)
Salary:	SCHADS Award – Level 7 or 8, depending on qualifications/skills/experience. • National Shelter may also consider engaging an independent contractor (ABN) for this position, where appropriate. • Remuneration and hours may be negotiated based on the engagement model, experience and scope of responsibilities. For part-time, flexible, or job-share arrangements, salary or contract fees will be paid on a pro rata basis.
Location:	Flexible (Australia-wide). This is a work-from-home position with periodic interstate travel required.
Commences	August 2026
Hours:	Full-time (35 hours per week). However, National Shelter will consider part-time, flexible and job-share arrangements for the right candidate.

About National Shelter

National Shelter is Australia’s peak body for housing. National Shelter advocates for a fairer, more just housing system, particularly for low-income households, to make housing more accessible, affordable, appropriate, safe and secure.

National Shelter is a hybrid federation of state, territory and national members who advocate for housing security in their own jurisdictions. Shelter members in each state and territory contribute to our research, policy development and advocacy.

Position Purpose

The Policy & Strategic Planning Lead is a senior role responsible for advancing National Shelter's policy, advocacy and strategic priorities. The role leads policy development, research, stakeholder engagement and advocacy, ensuring evidence is translated into influential policy outcomes.

Working closely with the CEO, the position also leads National Shelter's work on housing, planning, urban policy and infrastructure reform, while supporting the delivery of Commonwealth-funded projects and contracts.

Key Responsibilities

1. Policy & Planning Leadership

- Lead the development and implementation of housing policy aligned with National Shelter's objectives and strategic priorities, including planning systems, urban policy, infrastructure investment and place-based housing outcomes. Develop policy positions and advocacy strategies on housing targets, inclusionary approaches, land supply, transit-oriented development, public land utilisation and housing-enabling infrastructure.
- Monitor, analyse and evaluate housing policy, investment initiatives and reform agendas across jurisdictions, identifying emerging issues, opportunities and policy responses.
- Develop, maintain and periodically review National Shelter's Policy and Advocacy Framework.
- Work collaboratively with the CEO, National Council, members and stakeholders to identify priorities, provide strategic policy advice and advance Shelter's policy and advocacy agenda.

2. Research & Evidence-Based Policy Development

- Undertake, commission and manage research that supports National Shelter's policy and advocacy agenda, including analysis of housing need, demographic trends and population growth.
- Build and maintain strategic relationships with researchers, academics, policy experts, National Shelter members and other stakeholders to strengthen the evidence base for policy development and gather intelligence on emerging policy issues and reforms.
- Analyse and synthesise research, stakeholder insights and sector intelligence to develop practical policy recommendations, advocacy positions and strategic advice.

3. Advocacy & Government Engagement

- Build and maintain productive relationships with National Shelter's National Council, members, ministers, ministerial advisers, parliamentarians, government agencies and key stakeholders across the housing, planning, infrastructure, transport, local government and built environment sectors.
- Develop high-quality policy submissions, briefings, position papers, recommendations and advocacy materials for government consultations, inquiries, reviews, parliamentary processes and stakeholder engagement activities.
- Develop and facilitate strategic partnerships, forums, roundtables, working groups and collaborative initiatives that advance housing affordability, planning reform and place-based housing outcomes.
- Lead advocacy campaigns, stakeholder engagement and communications activities, including the preparation of media briefings, key messages, digital content and sector updates.
- Represent National Shelter in meetings, consultations, conferences and national policy discussions relating to housing, cities, urban policy, infrastructure investment and community development.

4. Administration and Governance

- Support organisational planning processes and provide strategic advice and recommendations to the CEO and National Council on organisational priorities and direction.
- Implement strategic and operational priorities as directed by the CEO.
- Maintain accurate records of stakeholder engagement, policy activities and organisational interactions, and contribute to governance, reporting and accountability requirements.
- Coordinate and contribute to the delivery of Commonwealth-funded projects and contractual obligations, ensuring milestones, deliverables, reporting requirements and stakeholder engagement activities are completed to a high standard and within agreed timeframes.

5. General responsibilities

- Comply with National Shelter policies, procedures, the Code of Conduct and all relevant legislative requirements.
- Maintain high ethical and professional standards consistent with National Shelter's values and reputation.
- Undertake other duties consistent with the position, skills and experience of the role, as reasonably directed by the CEO.

Selection Criteria

Essential

1. Public policy experience (ideally 5+ years) in housing, urban policy, planning, infrastructure, social policy or related fields
2. Understanding of the interaction between housing systems, population growth, planning frameworks, infrastructure investment and urban development.
3. High-level written and oral communication skills
4. Government engagement experience
5. Stakeholder management skills.

Desirable

1. Knowledge of the housing and homelessness system and issues affecting housing security
2. Experience working with local government, planning, infrastructure, built environment or city-shaping organisations
3. Prior experience in an advocacy role or advocacy-focused organisation
4. Previous experience managing and or conducting research.
5. Previous experience delivering projects, programs or policy initiatives funded through government grants, contracts or funding agreements, including reporting against milestones and contractual requirements.

Capabilities

- *Systems thinker:* Understands the interconnected nature of housing, planning, infrastructure, population growth and economic development and can develop integrated policy responses
- *Strategic:* You see the bigger picture and align work to long-term policy and advocacy impact
- *Self-direction:* You can work independently with initiative, sound judgement, and strong delivery focus
- *Collaboration:* You build effective relationships and can work with others to achieve shared outcomes and goals
- *Political awareness:* You understand and can navigate government, policy, and stakeholder dynamics effectively
- *Commitment to social justice:* You demonstrate a clear commitment to equity and improved housing outcomes for all

How to Apply

National Shelter welcomes applications from candidates who are committed to advancing housing equity in Australia. To apply, please submit:

- A current resume/curriculum vitae; and
- A brief cover letter (maximum 2 pages) outlining your suitability for the role, addressing the key selection criteria.

Applications should be submitted via e-mail: admin@shelter.org.au by **cob Friday, 31 July 2026**.

For a confidential discussion about the role, please contact Jackson Hills, CEO, on 0411 395 842.

Additional Information

National Shelter is an equal opportunity employer and encourages applications from Aboriginal and Torres Strait Islander peoples, people with lived experience of housing stress or homelessness, and individuals from diverse backgrounds.

For more information on National Shelter, head to: www.shelter.org.au.