

Position Description: Head of Policy and Stakeholder Relations

TITLE:	Head of Policy and Stakeholder Relations
EMPLOYMENT TYPE:	Permanent
WORK UNIT:	Office of the Chief Executive Officer
AGENCY:	Australian Constructors Association
LOCATION:	Negotiable
JOB AD REFERENCE:	N/A
CLOSING DATE:	29 July 2022
REPORTS TO:	CEO ACA Head of National Workplace Relations Policy National Workplace Relations, Ai Group
DATE:	July 2022

About the Australian Constructors Association

Established in 1994, the Australian Constructors Association (ACA) is a trusted voice for the construction industry. We are the only representative body covering the three key sectors of the industry— vertical, horizontal and services. Collectively, our members construct and service over 90 per cent of the value of major infrastructure projects built in Australia.

Our goal is to create a more sustainable construction industry for the benefit of all. We believe improved industry culture, capability and capacity, and commercial frameworks are the keys to a more sustainable construction industry, and these need to be viewed with an environmental lens.

Our goal is ambitious, but it is achievable if the industry pulls together. Through our various collaborations we are taking a partnership approach to solving the industry’s challenges while improving value for money for taxpayers. ACA works collaboratively with other industry stakeholders as well as government agencies. ACA is a founding member of the Construction Industry Leadership Forum and Construction Industry Culture Taskforce.

Partnering with the governments of NSW, Victoria and Queensland in the Construction Industry Leadership Forum, we are working together to resolve commercial and contractual issues and address capability and capacity constraints. We also represent industry as a partner in the Construction Industry Culture Taskforce. Through this collaboration with the governments of Victoria and NSW we have produced the ground-breaking Culture Standard. Once finalised, governments and industry will be called upon to incorporate compliance with the Culture Standard into their standard procurement requirements.

ACA objectives

View our [Strategic Plan FY23](#).

Operating model

The Australian Constructors Association is a modest association operating with four full-time employees including our CEO. To deliver our large agenda, [our members](#) dedicate considerable time and resources to our Board Committees and Advisory Groups. These forums are the engine room of our association and help drive our agenda.

Board Committees:

- Culture
- Capability and Capacity
- Commercial

Advisory Groups:

- Industrial Relations
- Workplace Health and Safety
- Environmental Sustainability
- Communications.

The role

The purpose of the role is to research and analyse issues, provide strategic advice, and manage / undertake complex projects to achieve a more sustainable national construction and infrastructure industry.

Key responsibilities

- Develop and implement strategic policy initiatives in support of the objectives of the ACA.
- Work with the CEO, Board Committee and Advisory Group members to drive outcomes including developing ACA positions on relevant matters, drafting submissions and overseeing progress against annual plans. Report on activities to the ACA Board.
- Actively participate in the [Construction Industry Leadership Forum](#) and [Construction Industry Culture Taskforce](#) to progress outputs.
- Represent the ACA as a key influencer at state and national forums.
- Write thought leadership pieces for publication on topics aligned with ACA's advocacy agenda.
- Research, evaluate and advise on policies and programs to assess their effectiveness and relevance to the objectives of the ACA.

- Maintain awareness of national and international trends and undertake research into current and emerging issues to ensure policy development is responsive to the current environment.
- Provide proactive advice to the CEO to ensure awareness of key issues including preparing briefing materials on contentious issues, talking points and other communications to facilitate stakeholder engagement.
- Work collaboratively within the team and across the organisation in joint projects to achieve performance outcomes on key work priorities and contribute to a 'can do' attitude.

Skills and experience

Experience working in the construction industry or a policy environment would be highly regarded along with some knowledge in a number of the following areas:

- contractual and procurement frameworks
- workplace relations
- workplace safety
- skills and training
- environmental sustainability in infrastructure.

Stakeholder and project management skills and an ability to write persuasively are key requirements of this role.