Position description

Senior Regulatory Analyst – Housing Registrar

CM ref: D22/55085

## Position details

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| Title: | Senior Regulatory Analyst |
| Classification: | VPS 5 |
| Group: | Financial Assets and Liabilities (FAL) – Commercial Division |
| Work location: | 1 Treasury Place, Melbourne |
| Tenure: | Ongoing |
| Employment type: | Full time |
| Salary range: | $102,637 to $124,183 |
| Further information: | Jessica Griffin-Achmad |
| Phone: | (03) 7005 8993 |

## Organisational environment

### The Department

DTF serves government by providing leadership in economic, financial and resource management. We influence outcomes that can have a real impact on people’s lives. We strive for excellence in financial and economic management to improve the lives of all Victorians. We value our people and motivate them to lead, influence, collaborate and innovate.

At DTF, you’ll be part of a highly respected and professional organisation that allows you to apply your knowledge while offering flexible working options and opportunities for professional growth. You’ll be working in the heart of State Government in a dynamic and collaborative environment with opportunities to undertake stimulating work.

As an equal opportunity employer, DTF values employee diversity and we’re committed to building a more inclusive workforce. We welcome applicants of any age, gender identity, parental/carer status, ability, religion, or cultural background, including Aboriginal and Torres Strait Islander candidates.

We understand that work-life balance is important. That is why all roles at DTF can have some form of flexibility. DTF offers flexible work arrangements. Options include when you work (e.g. start and finish times), where you work (e.g. from your home), how you work (e.g. job sharing), and other types (e.g. purchased leave).

#### Housing Registrar

The Office of the Housing Registrar assists the Registrar of Housing Agencies in the regulation of the community housing sector in Victoria under the Housing Act 1983. The sector is comprised of over 40 not for profit rental housing agencies with a combined asset base of over $4 billion. The Government’s $5.3 billion Big Housing Build will generate significant growth in the community housing sector over the coming years and the Housing Registrar will play a critical role in the successful delivery of the program.

The Housing Registrar’s vision is a community housing sector that provides access to safe, secure and affordable housing to Victorians in need. The regulatory environment provides assurance to government and other financiers as to the financial health, governance and performance of individual registered agencies and the community housing sector. The regulatory system also plays a role in facilitating growth and development of the sector through targeted capability building exercises whilst providing good outcomes for tenants.

### The role

Reporting to the Regulation Manager, the Senior Regulatory Analyst (Strategy and Performance) is a key member of the Victorian Government’s Housing Registrar team. In this role you will assist the team in delivering regulatory reform projects, data capture and analysis, regulatory reporting, and be involved in a range of strategic joint government projects. This role will also work within the Housing Registrar team to regulate a portfolio of community housing agencies (registered agencies) as lead regulator, including delivering annual compliance assessments.

### Key accountabilities

* Regulation of a portfolio of registered agencies in accordance with the Housing Act 1983, gazetted Performance Standards, Intervention Guidelines and associated policies, systems and business processes.
* Annual compliance and performance reporting for the sector to ensure transparency of the regulatory function.
* Monitoring and reporting on the performance of the community housing sector and the performance of the regulator, through the Sector Performance Report and Regulatory Update Report and performance dashboards.
* Delivering the Housing Registrar's communications and education program of work.
* Contribution to joint government projects for wider social housing system reform.
* Effective communication and engagement with registered agencies and other key stakeholders.
* Identify emerging issues, trends and areas of potential harm for registered agencies and the sector.
* Produce comprehensive reports, Ministerial briefs, Cabinet submissions on a range of complex compliance, performance and regulatory issues.
* Actively contribute to the development and delivery of the Housing Registrar’s Strategic Plan.

### Key selection criteria

* A good understanding of how government works and the ability to autonomously deliver and influence desired outcomes in a complex stakeholder environment. Proven ability to build and maintain effective working relationships with a range of external and internal stakeholders.
* Strong commercial skills and experience and the ability to assess complex commercial structures, including special purpose vehicles.
* Strong regulatory, compliance or risk management expertise. Capacity to apply these skills to monitoring and reporting activities.
* Excellent oral and written communication skills, including an ability to prepare clear advice and recommendations, using a range of information sources, including complex briefs, letters and reports tailored to a range of different audiences.
* Excellent strategic and problem-solving skills in a rapidly moving environment.
* Excellent influencing and negotiating skills to reach desired outcomes whilst balancing competing stakeholders’ interests.
* Good project management skills to manage and deliver complex regulatory reform and diverse projects within timelines whilst managing a competing workload.

### Experience and qualifications

* More than 5 years demonstrated experience in regulation and compliance, preferably in a regulatory, compliance, governance or public policy environment is required. Experience in law, public policy, finance and economic analysis and modelling will be highly regarded. Knowledge of and experience working in social housing is strongly preferred.
* Possess a relevant tertiary qualification in public policy, economics, finance, law or related field.

### Other relevant information

This position description is an overview of the role; changes to the role should be expected reflecting changes in departmental goals and priorities, activities or job focus.

The successful applicant will be employed pursuant to the Victorian Public Service Enterprise Agreement 2020 and DTF’s relevant policies.

Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa.

Appointments are subject to a probationary period of six months.

Appointments are subject to a satisfactory criminal records check.

Appointments are subject to a completed Misconduct Screening Declaration and Consent form.

DTF employees must comply with occupational health and safety policies and procedures.

DTF is committed to managing its environmental impact.

DTF is committed to the safe handling of information. It is a requirement of employment that all staff follow security procedures and policies.

DTF upholds human rights in its decision-making and actions.

DTF is an EEO employer committed to fairness, diversity and respect. As such, DTF will respond to requests for reasonable adjustments from applicants with disabilities.

The Department strongly encourages applications from Aboriginal and Torres Strait Islander people.

### Privacy notification

DTF requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

### Vaccination

DTF is committed to providing and maintaining a working environment which is safe and without risk consistent with the DTF’s obligations under the *Public Health and Wellbeing Act 2008 (Vic)*. Therefore, it is a requirement that all employees be fully vaccinated against COVID-19 in order to undertake work outside of their ordinary place of residence (unless a medical exemption applies). If inability to attend a DTF worksite impacts an employee’s ability to perform the inherent requirements of their role, it may affect their ongoing employment.