JOB DESCRIPTION

| **Title** | POLICY ANALYST | | |
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| **Reports To** | [INSERT TITLE] | | |

**Job Purpose**

The **Policy Analyst** isresponsible for examining the efficacy of existing policies and laying out the groundwork for new programs and legislation to meet objectives and goals. Their main responsibility is to review and amend policy drafts and propose suggestions to improve the effects of existing policies of [Organization Name].

The successful Policy Analyst possesses specialized knowledge related to [Insert sector or industry], a firm grasp on the legal considerations related to policy development, and has strong analytical and organizational skills. The incumbent will provide direction and advice that ultimately contribute to positive change within the organization.

**Duties and Responsibilities**

The overall responsibilities include, but are not limited, to the following:

* Review and evaluate legislation and policies;
* Determine the benefits and drawbacks of existing policies;
* Propose suggestions to improve the effects of policies;
* Contribute to the preparation of operational and strategic plans to guide the organization initiatives;
* Identify legal flaws in policies and recommend amendments;
* Edit and amend policy drafts as required;
* Liaise with internal and external stakeholders to determine needs and goals of policies;
* Gather data and produce reports on the qualitative and quantitative analysis;
* Analyze market trends and conditions;
* Document processes and disseminate information to stakeholders;
* Ensure that policies and policy amendments meet legal requirements;
* Perform other related duties as assigned.

**Key Qualifications**

* Bachelor’s degree in a related field is required, Master’s degree preferred
* XX years of experience in analyzing policies
* Extensive experience in determining if policies align with objectives
* Previous experience in [Insert sector or industry] is preferred
* Excellent skills in terms of writing policies and determining policy oversights and omissions
* In-depth knowledge of legal considerations relevant to policies
* Proficient in MS Office

**Core Competencies**

* Exceptional organizational and time management skills
* Ability to collaborate with internal and external stakeholders
* Strong analytical and problem-solving abilities
* Excellent verbal and written communication skills
* Good interpersonal and social skills
* Excellent recordkeeping
* Exceptional team player with a strong ability to contribute positively to a team environment
* Excellent attention to detail

**Working Conditions**

* The standard work week for this position is [insert #] hours.
* The standard business hours for this position are [insert core hours].
* Requires extended periods of sitting/standing and working on a computer monitor.
* Overtime and hours worked outside of the standard work schedule may be required, including some evenings and weekends and as needed.