

## **JOB DESCRIPTION**

*Tourism Department  
Botanical House  
P O Box 1262*

*Post Title: Senior Policy Analyst  
Unit: Policy & Research  
Section: Tourism Planning  
Division: Destination Management*

*Post Number:  
Salary Band:  
Responsible To: Director  
Supervisory Role: Directly (3),*

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### **JOB SUMMARY**

The Senior Policy Analyst coordinates and undertakes policy development, providing analysis and advice to support the Department's initiatives and commitments.

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### **DUTIES AND RESPONSIBILITIES**

#### *Supervision*

1. Exercise general supervision over the Section's staff, i.e., behaviour, correct office procedure, training, and general approach to duty.
2. Represent the Unit, Section, Division and Department, at meetings or conferences and on committees as and when required.
3. Oversee the planning, development, and implementation of the Unit's work plan in collaboration with the Director as well as overseeing and ensuring its implementation

#### *Planning and Budgeting*

1. Oversee the planning, development, and implementation of the section's work plan.
2. Coordinate the preparation of the section's annual budget and monitoring spending.

#### *Operations*

1. Identifies, evaluates and critically analyzes issues and trends affecting the industry/sector outcomes to deliver evidence-based decisions and develop well-balanced policy interventions.
2. Undertake research and analysis, reviewing in relation to tourism policy deliverables to contribute to the policy process and to inform decision making.
3. Provide a range of project management services including preparation of discussion papers, briefs, and submission to contribute to the development and delivery of policy interventions.
4. Coordinate technical working groups, committee meetings, research work, stakeholder consultations to support engagement, as well as policy development and reviews.
5. Undertake research and collect information for development, monitoring, and reporting purposes.
6. Provides analysis of documents including research studies, proposals, cabinet papers, discussions papers etc
7. Keep abreast of policy initiatives across the public sector to ensure alignment with tourism policies.
8. Oversee and coordinate the production of sector policies, working with different teams including consultants as needed.
9. Provide quality analysis and guidance on key policies impacting the industry.

10. Analyse and review available information and recommend options for introduction of new policies.
11. Represent the department on policy related committees and forums.
12. Participate and contribute policy advice to develop cross sectorial and national policies in conjunction with other agencies.
13. Develop and maintain effective relationships with key stakeholders to enable policy development.
14. Conduct analysis and reviews of existing policies and regulations, propose and recommend improvements and amendments in line with emerging trends.
15. Manage projects, coordinate work with internal and external stakeholders, including defining project scope, identifying adequate resources, monitoring project implementation, and ensuring its impact.

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### ***QUALIFICATIONS & EXPERIENCE***

- A degree or equivalent in economics, statistics, social science or related fields.

### ***SKILLS & COMPETENCIES***

- Good organisational, planning skills, ability to manage multi projects.
  - Good written and oral communication skills
  - Excellent interpersonal and negotiating skills.
  - Demonstrate ability to conduct analytical and research work
  - Pleasant, dynamic, able to work under pressure, innovative and proactive.
  - Strong attention to detail and analytical acumen.
  - Strong quantitative skills and the capacity to develop, interpret and present insights from statistical analysis in a policy-relevant way.
  - drafting skills and a capacity to produce high-quality analytical and concise reports.
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