**Policy Analyst Job Description Template**

Job Overview

Come work at Example Co., a leading firm in our industry in the metro area. We're pleased to have a 4.0 Glassdoor rating. We are looking to hire an experienced Policy Analyst to help us keep growing. If you're hard-working and dedicated, Example Co. is an ideal place to get ahead. Apply today!

**Responsibilities for Policy Analyst**

Review and evaluate legislation and policies

Determine the benefits and drawbacks of existing policies

Propose suggestions to improve the effects of policies

Identify legal flaws in policies and recommend amendments

Edit and amend policy drafts as required

Liaise with stakeholders to determine needs and goals of policies

Gather data and produce reports on the qualitative and quantitative analysis

Analyze market trends and conditions

Qualifications for Policy Analyst

Master's degree in a related field preferred

Working knowledge of the legal aspects affecting policies

Excellent understanding of the relevant industry and market conditions

High organizational and time-management skills

Strong analytical and problem-solving skills

Excellent verbal and written communication skills

Good interpersonal and social skills

Exceptional team player with a strong ability to contribute positively to a team environment

Able to sit in front of a computer screen for long hours at a time

Ready to Hire a Policy Analyst?

Remember to post your job on Glassdoor here: https://www.glassdoor.com/post-job?src=jd