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# Example of Policy Advisor Job Description

Our company is growing rapidly and is hiring for a policy advisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for policy advisor

* Prepares dual (Mandarin & English) reports to effectively summarize distributor compliance issues
* Draft letters to clearly inform Mandarin/Cantonese language distributors about their compliance issues
* Prepares translated review reports and presents cases of thorough findings and facts to Board
* Drafts and submits translated version of decision letters determined by the Corrective Action Board and conveys to appropriate parties
* Maintains dual language investigation records and properly logs activity to ensure timeliness and accuracy
* Remains updated on company policy changes to provide Mandarin language, culturally sensitive, policy documents as appropriate
* Provides translation and process support for research and analysis of appeals requests to present findings and recommendations to the Appeals Board on policy
* Supports receipt and processes non-English (Mandarin language) disclosure and registration documents from distributors
* Processes distributor genealogy transfer requests
* Communicates to support changes to distributors’ names, addresses, tax identification, and marital status, including confidential data

## Qualifications for policy advisor

* Experience in policy research
* At least 7 years of experience in policy development, strategic planning, preferably in a cross-sectoral integrated manner
* A good working knowledge of English is a requirement
* Minimum Masters in Economics, Socio-Economics, or any related field
* Minimum 7 years of experience in applied policy research and analysis in economic policies
* Develop SOPs specific to a broad array of subject matters pertaining to quality systems