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# Example of Policy Associate Job Description

Our innovative and growing company is looking for a policy associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for policy associate

* Management of internal governance processes related to regulatory submissions, including approvals by Legal Entity Board of Directors
* Maintaining a deep understanding on all existing and new / proposed funding and liquidity related regulations, including Basel, EBA and PRA applications of LCR, ALMM, and NSFR
* Engaging with jurisdictional regulatory agencies and supervisors in the interpretation, advocacy and application of regulatory rulings that impact funding and liquidity management framework and practices (including stress testing)
* Assessing and addressing the impact of regulatory changes on funding and liquidity management, including coordination and review of the Firm’s responses to consultation papers on policy related matters
* Preparation and review of the Firm’s Pillar 3 disclosures related to funding and liquidity
* Reviewing regulatory returns related to liquidity for accuracy of policy interpretations and related application
* As called upon, reviewing and approving new business initiatives to ensure the resultant funding and liquidity risk profile is acceptable and within the firm’s liquidity risk appetite tolerances
* Write, as needed, blogs, action alerts, policy backgrounders, and input for JCPA communication materials
* Support department management in their leadership and participation in Bank or System meetings, tasks forces, workgroups
* Serve as a point of contact for internal and external customers on questions

## Qualifications for policy associate

* A minimum of a Master's degree in an appropriate field (Science, Pharmacy, Epidemiology, Health Economics, Public Health, or related) is required
* Degrees in medicine or pharmacy are preferred
* A minimum of 6 years of relevant industry work experience in Market Access or Health Economics and Outcomes Research is required
* Prior experience within Oncology is an asset
* Experience with the reimbursement environment for key international markets is an asset
* This position is based in Raritan, NJ or High Wycombe, UK and will require up to 20% domestic and international travel.Health Economics R&D