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# Example of Policy & Compliance Analyst Job Description

Our company is looking for a policy & compliance analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for policy & compliance analyst

* Prepare and refresh the semi-annual publication cycle timeline of key dates and milestones
* Manage all internal and external communications regarding the publication timeline and required activities
* Manage the budget and invoice tracking assigned to external vendors and facilitate payments and approvals when needed
* Serve as first point of contact for receipt of information and queries related to policy and program requirements and ensure appropriate policy owners are engaged
* Manage calendars and schedule working sessions and governance review sessions in accordance with the timeline
* Facilitate exchange of materials between policy owners and external vendors
* Learn the full features and capabilities of the web hosting platform (Amex360) in order to manage access, organize and assign content, and execute communications through the platform
* Ensure governance approvals are received and properly recorded
* Assist with the preparation and maintenance of regular reports and dashboards for review and approval by applicable Committees
* Carry out additional duties and assist with ad hoc projects as required

## Qualifications for policy & compliance analyst

* BA or BS degree in Electrical, Electronic or Computer Engineering, or Computer Science or 11+ years of experience with Cybersecurity
* The Policy Team is responsible for the Org ID Policy, Customer Due Diligence (CDD) Standards, related Lists, Screening Policy and Monitoring Policy (collectively “the Policy”), equivalent Policy documents for each jurisdictional Utility
* Policy Team members specialize in certain areas according to expertise, interests and role requirements
* The Policy Compliance Analyst will report to the Head of Policy Compliance, and in doing so, will assist the Global Head of Policy and Standards, Risk Managed Services (RMS) in the development, maintenance, operational implementation and oversight of the Policy
* Successful candidates will be ethical, highly motivated, diligent, self-starters, team players and have the gravitas to engage with senior internal and external stakeholders
* Intellectual interest in legislative and regulatory frameworks