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# Example of Public Policy Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of public policy manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for public policy manager

* Manage logistics of individual partnership projects, including identifying and scoping opportunities, laying our agreements, coordinating rollouts, maintaining relationships with city officials
* Engage in research, writing and other activities to support partnership strategy and development
* Work with DTTL Risk leaders to support and manage existing and new strategic risk initiatives, priorities and programs (Programs)
* Assist in coordinating member firm risk assessment (RA) reviews
* Prepare risk leadership communications (presentations, talking points)
* Provide support on other recurrent and ad hoc QRM related projects / initiatives
* Develops and presents strategic, competitive, and market analyses, findings, and conclusions to senior management
* Ideally you will have 8+ years experience working in government or the private sector
* Define and execute a dedicated PP strategy to manage perception of our business at national, regional and constituency level
* Establish a regular contact programme with a network of influencers

## Qualifications for public policy manager

* Experience developing and maintaining tracking systems
* Intermediate to Advanced Excel, Keynote, and MS Word skills
* Familiarity with budget tracking software (Quickbooks, Workday or similar)
* 5+ years professional experience in political or public policy or public-private partnerships
* Significant experience with project management
* Legal and Law Enforcement background is preferred