

JOB DESCRIPTION

JOB TITLE: SENIOR POLICY ANALYST		
DIVISION: Policy & Planning	BRANCH: Management	SECTION: Policy
REFERENCE NUMBER: TPA10	DESIGNATION/CLASSIFICATION: Senior Policy Analyst, Grade 10	POSITION No.: PPD.058
REPORTING TO: Director – Policy & Planning	DIRECT REPORTS: Policy Officers	LOCATION: Port Moresby
COMPILED BY: Human Resource Officer Date:	AGREED BY EMPLOYEE: Senior Policy Analyst Date:	APPROVED BY: Director - Policy & Planning Date:

POSITION SUMMARY:

- The Senior Policy Analyst will apply specialist knowledge to review, analyze, develop, compile and formulate Policies and Plans and/or strategies for the Tourism Sector;

KEY FUNCTIONS AND RESPONSIBILITIES

Strategic Planning and Management

- Contribute to corporate planning processes by working with the Director – Policy & Planning to formulate divisional service strategies, key performance expectations, divisional plans, and monitoring systems to ensure they are effective and meeting division and organizational objectives;
- Assist Director – Policy & Planning to plan, develop, and implementing strategies for Policy & Planning Division to meet departmental performance plans within agreed budgets and timescales. This includes the development of a five (5) year Strategic Plan;
- Contribute to the Corporate strategic planning and development as a senior team member by participating in the divisional planning meetings and disseminating information;
- Provide strategic advice, guidance, assistance, and support to inform, develop and execute business strategies within the division;

Human Resource Management and leadership

- The incumbent will be an advocate for PNGTPA and will work closely with the Director – Policy & Planning to achieve and maintain the excellence standards set forth by Papua New Guinea Tourism Promotion Authority;
- Facilitate, liaise and maintain communications with divisions in ensuring correct procedures are followed in the areas of Tourism Policy & Planning;
- Provide timely, constructive, and objective feedback to Policy Team;
- Provide necessary information, logistics and support for the successful implementation of the Tourism Sector Development Plan (TSDP);

Policy & Planning

- Lead the development, review, and implementation of tourism policies, procedures, and systems;
- Ensure that policies and procedures are regularly reviewed and updated as necessary in line with changing business needs;
- Assist management, staff and stakeholders with interpreting and applying all Tourism policies and procedures;

General Duties

- Lead the preparation of tourism project concept proposals, dossier, etc for potential investors and partners;
- Liaise with National Cultural Commission and National Museum & Art Gallery & Provincial Tourism Office on Tourism Policies;
- Work closely with PNGTIA, Provincial Tourism Offices, Provincial Tourism Bureaus and established tourism Associations such as PNGDA, PNGSA, , etc to gauge their views and opinions on the development of the tourism industry;
- Represent PNG Tourism Promotion Authority in regional and international meetings;
- Represent PNG Tourism Promotion Authority at inter agencies meetings;
- Assist prepare various submissions, ministerial statements and speeches as and when needed;
- Assist Director Policy & Planning prepare divisional budget.
- Assist in the preparation and review of the Tourism Policies, Plans and standards recommend changes and enhancements to improve operational effectiveness, clarity, consistency, and adherence to the core function of the organization.
- Collate research, trends, data and statistics to formulate evidence based conceptual frameworks;
- Identify sector impediments and/or opportunities, formulate and evaluate solutions;
- Provide economic analysis of the sector and provide appropriate technical advice;
- Oversee the supervision of divisional staff;
- And other tasks as directed by Director - Policy & Planning

Quality Customer Service

- Ensure regularly meet with Policy & Planning staff and other divisions to obtain feedback on tourism policy and planning service systems and areas for development, and act on customer feedback to improve systems, processes, and procedures;
- Ensure to identify and develop opportunities to provide quality and exceptional service to internal and external customers that benefit the organization;

Team Work and Co-operation

- Ensure that the Policy and Planning Division teamwork and corporate with other team members with honesty and respect;
- Create a high-performing team culture in the Policy & Planning Division to meet and exceed customer expectations;

Occupational Health and Safety

- Assist in monitoring aspects of OHSE in the organization and ensure that all work processes and systems are in compliance with PNGTPA OHSE procedures and report any concerns to the relevant staff and/or safety representatives;
- Perform duties safely and responsibly by PNGTPA OHSE policies.
- Identify and develop Human Resources Risk Management strategies to safeguard the commercial interests of PNGTPA;

Quality of Work

- Ensure to coach and lead employees to display quality work that reflects high professional standards and a high degree of accuracy.

Continuous Improvement

- Ensure to encourage and guide employees to create a culture of high performance and continuous improvement in the Policy & Planning Division to meet and exceed customer expectations.

ESSENTIAL REQUIREMENTS – (must cover Qualifications, Education, & Experience, knowledge, attitude, skills, and habits).

- Bachelor's Degree in Business Management, Economics, Public Administration, Public Policy, or related field;
- Minimum 5 - 10 years of work experience in a similar capacity in the public or private sector
- Experience in various Policy Development and Planning practices and procedures;
- Demonstrated experience at the senior level in Policy Development for a diverse organization;
- Strong analytical skills
- Excellent program planning, management, and leadership skills.

- Strong communication skills (oral and written)
- Ability to communicate and work effectively with key stakeholders of the organization