Job Description

POSITION DETAILS			
Functional Designation		**Department**	Data Science & Analytics
Sub Department	Data Science & Analytics	**HR Grade**	
Location	Corporate Office	**Reporting Manager**	

Job Purpose

The Policy & Risk Analysis Specialist will be responsible for developing, implementing, and managing data-driven policies and conducting risk analysis to support business objectives. This role involves ensuring compliance with regulatory requirements, maintaining data integrity, and leveraging data analytics to inform policy decisions and risk management strategies.

Principal Accountabilities

- Develop and implement data-driven policies to support business goals.
- Ensure policies are compliant with regulatory requirements and industry standards.
- Regularly review and update policies to reflect changes in the business environment.
- Identify and assess risks related to data and analytics.
- Develop and implement risk assessment methodologies.
- Conduct regular risk assessments to identify potential threats.
- Develop and implement risk mitigation strategies.
- Monitor the effectiveness of risk mitigation measures.
- Ensure compliance with regulatory requirements and internal policies.
- Ensure the accuracy, completeness, and reliability of data.
- Implement best practices for data governance and quality control.
- Conduct regular audits to maintain data integrity.
- Analyze data to support policy development and risk management.
- Prepare and present reports on policy effectiveness, risk assessments, and mitigation efforts.
- Provide insights and recommendations based on data analysis.
- Work closely with cross-functional teams to identify data needs and opportunities.
- Communicate policy changes, risk findings, and recommendations to stakeholders.
- Provide thought leadership on emerging trends in policy development and risk management.
- Lead, mentor, and manage a team of policy analysts and risk managers.
- Develop and execute strategies to achieve business goals.
- Foster a culture of data-driven decision-making within the team.

Desired Profile

- Advanced degree in Data Science, Business Administration, Risk Management, or a related field.
- Proven experience in a senior policy development or risk analysis role.
- Strong background in data analysis, policy development, and compliance.
- Expertise in data analysis tools and programming languages (e.g., Python, R, SQL).
- Excellent leadership and team management skills.
- Strong problem-solving and analytical thinking abilities.

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- Effective communication and presentation skills.
- Ability to work collaboratively in a fast-paced environment.