

## Land Transport Authority

### Job Description

<b>Date:</b>	July 2022	<b>Position Title</b>	Policy Analyst
<b>Division:</b>	Corporate Services	<b>Classification Level</b>	G9/S1 – G9/S7 \$68,957.00 – \$89,832.00 p.a.
<b>Reporting Structure</b>	Report Directly to the Manager CSD		

#### Position Statement

The role of this position is to lead, coordinate and contribute to the development of high quality, innovative and evidence-based policy in the areas of each division and organizational performance so as to contribute to improved public service performance and effective and efficient performance of the Authority.

#### Responsibilities

1.	Lead and provide timely and evidence-based policy advice to Management, CEO & Board on Issues pertaining to policies within the Authority.
2.	Provide quality policy advice through accurate interpretation and application of the Authority's policies (machinery of changes and functional analysis) to aid Authority's in the implementation of its core Functions.
3.	Provide quality policy advice on issues relating to working conditions and entitlements, salaries, organizational structure proposals and establishments to the Authority when and as required.
4.	Lead the implementation of activities with the context of defined activity plans, resources and governance arrangements, ensuring coordination with relevant stakeholders
5.	Provide relational leadership by being inclusive, empowering and with purpose to get by others with new ideas that contribute to high performance in divisional and organizational planning and goal achievement.
6.	Provide quality policy advice on HR matters when requested
7.	Lead the review and development of existing and/or new policies relating to LTA's works with agreed timeframes and in consultation with other required personnel
8.	Develop relevant and effective tools, templates and/or frameworks for collection, compilation and analysis of qualitative and quantitative data and information required
9.	Prepare and draft policy documents, reports, guidelines and advice on new establishments
10.	Manage data and information database and prepare reports pertaining to divisions performance and implementation progress of policies and practices
11.	Coach and mentor through the performance appraisal process to contribute to the review and update of divisional work plans, corporate, annual, management and budgetary plans.
12.	Lead and contribute to preparation and reporting requirements of team and LTA accountability and planning processes
13.	Provide constructive feedback to Divisions related policy advice, reviews and development
14.	In the absence of Manager CSD, lead and manage the Corporate Service Division
15.	Other legal duties as directed from time to time

Selection Criteria		Essential - Desirable	Weighting
Qualification	Must have a degree with majors in Management, Administration or Human Resources Management from a recognized tertiary Institution.	Essential	
Work Experience	Minimum of 3-5 years relevant working experience on HR policies and Practices Implementation and Public Administration	Essential	

Knowledge and Skills	Must possess sound knowledge in planning and organizing activities to ensure optimal use of time and resources	Essential	
	Must have good research and analytical skills	Essential	
	Should have good communication skills and can communicate in a clear, fluent and concise manner	Essential	
	Should be computer literate and has proven experience in Microsoft Word,/Excel, and other software etc.	Essential	
	Has sound knowledge of the following legislations; LTA Act 2007, LTA Regulations, Public Finance Management Act 2001, Public Bodies Performance and Accountability Act 2001, Ministry of Works Act 2002, Labour and Employment Act 2013, Occupational Health and Safety Act.	Desirable	

### **Competencies**

1. Honesty
2. Team Building
3. Flexible and Common Sense
4. Relationship establishment with customers & clients
5. Integrity
6. Punctuality
7. Responsible, Listen and Respond

<b>Prepared by:</b>	<b>Human Resource</b>
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