

TONGA NATIONAL QUALIFICATIONS AND ACCREDITATION BOARD



Job Title: Senior Policy Officer	Level: Band J
Report to: Principal Qualification Officer (PQO) of the Corporate Service Division (CSD)	Division: Corporate Services Division (CSD)
Hours of work: 40 hours	Date of appointment:
Review: 1 st of August, 2019	Version: 2
Special Conditions: On occasions, there will be a requirement to work outside normal hours to complete urgent tasks.	

Job Purpose

The purpose of this post is to contribute to the achievement of the goals of the objectives set out in the strategic plan and annual work plan of the Policy Unit of the Tonga National Qualifications and Accreditation Board. This post will plan, research, develop, analyze, review, evaluate, recommend and implement and revise policies that affect the administration and operational and core functions of TNQAB.

Key responsibilities

Main Responsibilities	Tasks
1. Research public and other policies, Organize and maintain qualitative and quantitative data used to develop policy recommendations and reports	<ul style="list-style-type: none"> • Identify issues to research and analyze the need for policy, procedural, legislative and other changes • Identify existing, emerging and anticipated policy issues and information affecting the organization • Determine research methodology, quantitative and qualitative data analysis processes, techniques and tools
2. Lead TNQAB policy development and discussions and interpretation of complex policy concept, risks and opportunities with senior management, Board, stakeholders and providers	<ul style="list-style-type: none"> • Evaluate options and make recommendations for new policies to senior management and to the Board • Develop policy proposal and conduct policy meetings and record minutes of proceedings

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	<p>accurately</p> <ul style="list-style-type: none"> • Conduct in-house training to inform staff of new or revised policies • Recommend new or revised policies for approval
3. Organize and lead review meetings and keep accurate records of proceedings	<ul style="list-style-type: none"> • Prepare policy proposals, issue papers, reports, feasibility studies and briefing notes for review and discussion with the senior management • Identify the need for policy, procedural, legislative and other changes • Develop schedule for review of existing policies • Conduct consultations with stakeholders on reviewed policies • Create and conduct presentations on proposed policy, programme analysis and initiatives
4. Consultation with providers, stakeholders and TNQAB staff to collect feedback relating to current policies and procedures	<ul style="list-style-type: none"> • Identify and invite stakeholders • Develop consultation agenda and materials • Conduct consultation, collect and analyze feedback
5. Monitoring of policies and processes	<ul style="list-style-type: none"> • Conduct internal audit of compliance with policies and procedures • Provide policy interpretations and clarify general and specific policy direction and expectations
6. Analyze and evaluates regulatory, statutory and other impact or change requirements involving the development of new or revised policy recommendations	<ul style="list-style-type: none"> • Write and provide regular progress reports and adjustments on policy implementation • Evaluate the effect of existing policies and report findings to Head of Division
7. Annual Planning	<ul style="list-style-type: none"> • Annually, identify activities for the Policy unit • Implement annual plan as scheduled
8. Individual Planning	<ul style="list-style-type: none"> • Set Objectives and measures, and agreed with

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	<p>supervisor</p> <ul style="list-style-type: none"> • Implement individual plan as scheduled
9. Regular Reporting to supervisor	<ul style="list-style-type: none"> • Keep portfolio of works completed • Prepare monthly reports on progress of implementation of individual plan • Submit monthly report to supervisor
10. Carry out any other duties assigned from time to time by the CEO and/or PQO's.	<ul style="list-style-type: none"> • Assist in other areas required from time to time by the CEO or the supervisor

<p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Good knowledge of processes for policy development and review, • good analytical and negotiation skills, • excellent communication skills, • advanced computer skills (word processing and excel)
<p>Qualification and Experience:</p> <ul style="list-style-type: none"> • Minimum qualification is a Bachelor Degree from a recognized university.
<p>Work Experiences</p> <ul style="list-style-type: none"> • Minimum of 3 experience years work experience is essential • Desirable to have experience in policy and related areas • Has provided input into policy discussions and decisions in quality assurance