

POSITION DESCRIPTION

1. General Information

Position title	Senior Science Policy Analyst
Status	Exempt, 37.5 Hours
Reports to (title)	Director of Science Policy
Department	Office of Public Affairs
Date	11/5/2018

2. Primary Function

Analyzes science policy issues and independently manages committees, projects, reports, and seminars/workshops pertaining to the training and development of the biological and biomedical workforce and other topics of concern to the sustainability of the research enterprise.

3. Major Duties and Responsibilities

Rank	Duty/Responsibility	Percentage of time
1	Develops FASEB position statements, letters, and reports on assigned issues portfolio. Monitors the outcomes of FASEB recommendations and initiatives and summarizes relevant materials for FASEB leadership and member societies.	20
2	Manages FASEB policy subcommittees, including planning of virtual and in person meetings and developing meeting materials, including agendas, action items, and meeting minutes.	20
3	Analyzes and summarizes policy/guidance/legislation/meetings of interest; distributes to subcommittees, as appropriate. Monitors <i>Federal Register</i> , NIH Guide, and other relevant sources to identify meetings, policy initiatives, and opportunities for comment of interest to the FASEB community and shares relevant announcements with member society staff and FASEB leadership.	20
4	Maintains strong and effective working relationships with member society staff and other policy organizations, including presenting FASEB positions in advocacy settings, working on joint projects, and serving in leadership roles	10
5	Creates and directs science policy projects and conferences, including supervising participation of staff and consultants, incorporating contributions of volunteer leadership, producing draft deliverables, and coordinating review and final production.	10
7	Manages the OPA Science Policy Fellowship/Internship program. Develops projects for fellow/intern and supervises fellow/intern while at FASEB.	10
8	Contributes to FASEB's communication activities, including writing policy briefs, articles for FASEB and society newsletters and external publications; developing content and making presentations for the FASEB public affairs webinar series; and reviewing abstracts of papers recently accepted by the FASEB Journal to spotlight research of interest.	5
9	Serves as substitute for the Director of Science Policy when needed.	5

Incumbent is expected to perform other duties as assigned by the immediate supervisor in support of the organization's goals and FASEB's needs.



4. Direct Reports			
Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
Science Policy Fellow/Intern (as available)	1		

5. Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system, e.g., MS Word, Communication Skills, Customer Service)	Minimum Proficiency	
	<input type="checkbox"/>	High school		Written communication	C
	<input type="checkbox"/>	Prof/technical		Oral communication	C
	<input type="checkbox"/>	College courses		Policy Analysis	C
	<input type="checkbox"/>	Bachelor's degree		Ability to work independently	C
	x	Master's degree (PhD preferred)	Public Policy/ Biological Sciences	Interpersonal skills	C
	x	Other	2-4 years' experience in government, research institutions or professional associations. Previous experience working with science issues preferred	Project management skills	B
<input type="checkbox"/>			Managerial/supervisory skills	B	

6. Key Decisions & Guidelines	Give two or three examples of decisions you make or actions you may take without prior approval.		Holding a subcommittee conference call Sending policy/guidance/regulatory announcements to a subcommittee Meeting with relevant external partners/stakeholders to discuss potential collaborations
	Give two or three examples of decisions you refer to a higher authority.		Approving an in-person subcommittee meeting Approving participation on a joint project with partner advocacy group(s)
	Indicate any special policies, formal procedures, or precedents that guide your work.		Established process for developing new FASEB policy positions (subcomm →SPC→Board); FASEB bylaws

7. Working Relationships	Position	Department/Organization	Purpose (What is important is the content of these interactions. Describe what happens as a result of these contacts)
	Director of OPA	OPA	Exchanges information and provides general guidance
	FASEB Executive Director	FASEB	Exchanges information and provides general guidance
	FASEB Leadership	FASEB	Exchanges information and guides policy direction
	Public Affairs Staff	Member Societies	Exchanges information, coordinates on policy recs
	Subcommittee Members	Member Societies	Exchanges information, develops policy positions
	Advocacy partners	Various	Exchanges information, coordinates responses/action
	Federal Agencies	US Government	Disseminates information, delivers FASEB policy recs



FASEB

Federation of American Societies
for Experimental Biology

8. Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none">• Occasionally requires lifting materials of approximately 20 lbs.• Requires computer work involving extensive use of keyboard, mouse, and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none">• Dayshift hours primarily• Travel and other work related assignments on weekends are possible.