



## **BELIZE CHAMBER OF COMMERCE AND INDUSTRY**

### **JOB DESCRIPTION**

#### **Policy Analyst**

**JOB TITLE:** Policy Analyst

**REPORTS TO:** Chief Policy Analyst

**DIVISION:** Governance & Trade Division (GTD)

**DUTY STATION:** Belize City

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#### **Job Summary**

- Assist the Governance and Trade Division (GTD) and CPA in carrying out the BCCI's research initiatives on issues related to the governance and trade environments.
- Assist the Chief Policy Analyst and the GTD in advocacy and monitoring initiatives on behalf of the Private Sector.
- Continuously monitor the state of local legislative or regulatory amendment, and updating BCCI's *PolicyTracker* website with those updates.

#### **Specific Duties and Responsibilities**

##### **Trade**

1. Monitor and review the various trade theatres and keep current on the state of play in priority sectors and areas of interest to the BCCI Membership.
2. Assist in the development and maintenance of a comprehensive Trade Information System that details trade statistics on movement of Belizean products in the priority sectors, provides economic and general impact assessment tools to assist in developing negotiating priorities and houses detailed and regularly updated sector profiles, all relevant trade agreements, state of play updates and analysis papers and relevant analytical work and publications completed by experts and specialists in the areas of interest to Belize and the BCCI membership.
3. Help to maintain current information on Belize Trade Statistics in the priority sectors.
4. Work with the Director Member Relations to establish the trade related requirements and priorities of the BCCI's membership in all its diversity, to

develop channels for communication and provide sector and/or member specific feedback on trade related developments.

5. Assist the GTD and CPA in understanding and developing positions on GOB's trade and investment related initiatives. Analyze these against global and regional exigencies, trade law and local legislation and provide feedback to members.
6. Prepare current briefs on the state of play in negotiating theatres relevant to priority sectors. Ensure these are regularly updated and added to the Trade Information System.
7. Conduct sector consultations as warranted.
8. Represent the BCCI at any national forum established for the purpose of developing national trading priorities, at the request of the CPA.
9. At the request of the CPA, represent the BCCI and its membership in a private sector capacity as warranted, in all bilateral, regional, hemispheric and international trade negotiations in which Belize has an interest.
10. Assist in the drafting of or proposals to amend legislation that deals with issues of importance to BCCI's membership in the priority sectors. Ensure all representation is well researched, documented and articulated.
11. Assist in monitoring the legislative, procedural and/or administrative progress of all proposals, submissions, or other type of BCCI interventions on behalf of the membership.

### **Governance**

12. Monitor Government movements, policies and programs that promote Good Governance, which impact taxation and issues related to regulation of the private sector.
13. Assist in monitoring the legislative and policy making process and recommend positions that allow for advocacy (measures) that are transparent, accountable and scrupulous in carrying out the Governance function.
14. Monitor the regulation of utilities and related areas and provide policy briefs on areas that threaten to increase the cost of doing business.
15. Assist the GTD as it pertains to developing sector and/or general positions to present to GOB on issues related to Good Governance, Taxation and Regulation of Industry.
16. As requested by the CPA, provide the background research and assist in the drafting of or proposals to amend legislation that deals with issues of Governance, Taxation and Regulation that are of importance to BCCI membership. Ensure all representation is well researched, documented and articulated.
17. Monitor the legislative, procedural and/or administrative progress of all proposals, submissions, or other type of BCCI interventions on behalf of the membership, recommend adjustments to advocacy strategy as necessary to result in favourable outcomes.

## **General**

18. Inform the CPA of commercial, technological, regulatory, and development issues and trends in trade and Governance in the domestic environment, which may impact the BCCI's goals.
19. Work with the other specialists in the BCCI to develop a culture of cluster advocacy by explaining its merits, the procedures and developing a plan, where appropriate.
20. Help to build a positive image of the BCCI in the relevant media.
21. Establish a strong working relationship with the other managers and the Executive Council.

## **Job Skill Requirements**

1. Excellent interpersonal and communication skills;
2. Knowledge of the policymaking and legislative process in Belize;
3. Attention to detail, thorough, with superior analytical abilities;
4. Self motivated but with the ability to make good use of the experience and efforts of others;
5. An ability to be flexible and to manage change.
6. Fairness and maturity.

## **Minimum Educational Requirements**

1. A Bachelors Degree in Law from an accredited University with major course work in Law, Business and Economics, International Business and/or International Trade or a related field with at least two years experience as a policy or trade analyst, or experience in the Government service with focus work in trade and/or policy negotiations.
2. Regional trade or WTO experience and proficiency in English and Spanish would be an asset.