

## Sr. Manager – Policy and Research

Job Title	Sr. Manager –Public Policy and Research
Department	Policy Advocacy
Level	Level 2 (Sr. Manager)
Location	Delhi
Reporting Manager	Director – Public Policy and Research
Reportees	<ul style="list-style-type: none"> <li>• Incharge – Legal Analysis, Policy Research</li> <li>• Support – Reporting</li> </ul>



### Role Overview:

This role is responsible for executing all Policy Advocacy, Legal Advocacy and Community Engagement work at SLF. The incumbent would, under guidance of Director – Public Policy and Research, engage with key stakeholders, Policy making bodies at Central and State Government levels and the Judiciary to drive changes in relevant Statutes on Road Safety / Motor Vehicle Act/ Good Samaritan Law etc. This role is required to create advocates to ‘improve safety on roads’, across key governmental stakeholders. S/he works on Policy Advocacy to help SLF position its work in the best way for maximum advantage.



### Key Responsibilities:

#### Planning

- Plan along with Director – Public Policy and Research on the approach to ensure implementation of key legislations, framework and bring-in required changes in identified legislation and create detailed roadmap for the same.
- Create a strategy for ensuring implementation of Motor Vehicles Amendment Act and Good Samaritan law at State Level.
- Identify areas of Research and plan activities to conduct the same.

#### Operational responsibilities

- Identify key positions & persons in the ministries, bureaucracy, judiciary & other offices required to be dealt with for successful execution of the plan.
- Support in identifying leads and ways to develop initial contact and engage regularly, with identified stakeholders.
- Keep track of Government’s plan to usher-in new law / changes in existing ones. Organise consultations with stakeholders with expertise on various subjects for drafting of rules.

- Study and analyse information from Indian or global context to highlight to senior management, the key changes required to be brought into relevant Statutes – Acts; Central & State level Rules & Regulations, aligned to intent of SLF
- Facilitate Director – Public Policy and Research with sharing / submission of such information to stakeholder
- Prepare Policy drafts, briefs, reports to facilitate ministries / govt. departments / authorities working on the Policy changes. Ensure timely preparation of report with due review of data analysis and overall Report draft. Use data and numbers to draw conclusions on specific policy interventions and represent data in a visually interesting manner to the general public and media.
- Commission and manage research work as per Plan; guide & oversee the team to conduct such research work and prepare Report
- Prepare estimates of investment for approval as per guidance of senior to execute overall plan
- Oversee launch of Research Reports along with media coverage as per agreed plans.
- Keep track of road crash / other significant incidents on the Corridors under SLF Programs as well as in other locations
- Plan, organize or participate in events that would help more interface with stakeholders; facilitate policy advocacy

#### Community Organizing

- Guide team member(s) to connect at community level to identify people with commonality of purpose & who could be advocates for the Cause
- Motivate others and increase the reach and number of such Community
- Support in convening meetings and use other channels of communication to keep engaging with the Community, help them with information, reports, other supporting collaterals

#### Process Improvement, Learning & Development

- Take initiative to learn new developments at Policy level & Road Safety aspects across the globe
- Contribute new ideas to strengthen research, engagement, etc.
- Make maximum use of Technology in the departmental processes
- Actively participate in organization initiatives, planning and review discussions
- Adhere to timelines of processes like performance appraisals of self & team members; internal training, etc.

*Any other additional responsibility could be assigned to the role holder from time to time. The same would be discussed between the incumbent and reporting manager*



#### Role Specifications:

### Education

- Post Graduate in Law/ Public Administration / Political Science

### Experience

- Minimum 7 Years of relevant experience
- Experience in handling Government Liaisoning, Policy & Statues
- Experience in Project Management, Social Sector Research, Community convening

### Key Behavioural attributes

- Team Leadership
  - Motivate People
  - Delegate and monitor
  - Foster Teamwork
  - Develop People
- Execution Focus
  - Building Trust & Relationships
  - Impact & Influence
  - Planning & Organizing
  - Communication
- Learning Focus
  - Learning Orientation
  - Analytical Thinking
- Adherence to Core Values of SLF
  - Dependability
  - Integrity
  - Mutual Respect
  - Spirit of Public Service
  - Leadership
  - Excellence



**Key Performance Indicators (KPI):**

Sl.	Key Result Area (KRA)	Key Performance Indicator (KPI)
1	Achievement of Plan	Number of Policy changes OR New Policies facilitated vis-à-vis Planned
		Number of New Areas related to road safety & motor vehicle identified for making Policy level changes
2	Research	% adherence to timeline of publication of Research Reports vis-à-vis Plan
		Quality of Investigation & the Report – comprehensiveness, depth, technological aspects, other parameters of Report <i>(Total Score on the Assessment Quality Parameters)</i>
3	Community Organizing	Number of areas covered Number of Volunteers identified
4	Stakeholder management	Effectiveness of relationship with Ministries and other Policy making authorities
5	Focus on Development	Number of new initiatives taken
6	Team Management	Effectiveness in managing team
		% adherence to goal setting and performance appraisal timelines for self and team members
		% adherence to person-hours of training per employee within the function



**How to apply:** Interested candidates can apply for this position by clicking on the following link and submitting their application.

<https://forms.gle/hwCmi5KT2mg6JU558>