

JOB DESCRIPTION



1. POSITION DESCRIPTION:

| | |
|------------------------|--|
| Position Title: | Manager, Strategy, Policy & Risk (SPR) |
| Reports to: | Associate Director, SPR |
| Department: | Strategy, Policy & Risk |
| Location: | Dubai |
| Grade: | D (Manager) |

2. JOB PURPOSE:

The role contributes to SPR achieving its objectives by:

- developing and maintaining an effective structure, content, planning and operation for the SPR team's internal and external outreach, engagement and communication activities with a variety of private and public stakeholders via multiple communication channels (e.g., website, Intranet, working groups, events, podcasts, social media); and
- developing the DFSA's policy framework by supporting SPR team members in distinct thematic research and data analysis activities related to policy work in areas such as banking, insurance, financial markets, innovation and technology, ESG/sustainability, and international regulatory developments.

3. REPORTING STRUCTURE:

| | | |
|-----------------------------------|------------------------|---|
| Number of Staff Supervised | Direct Reports: | 0 |
| | Total: | 0 |

4. KEY RESPONSIBILITIES:

Developing policy and strategy:

- Supporting SPR team members in distinct thematic research and data analysis activities related to policy work.
- Assisting with dealing with responses to public consultation including summarising the key elements.

Change management:

- Analyse the need for a policy or strategic change in any particular area relevant to the team.
- Identify options and analyse the relative merits of these options.

Internal and external engagement:

- Develop and maintain an effective structure, including content, planning and operation for SPR's internal and external outreach, engagement and communication activities with a variety of private and public stakeholders.

JOB DESCRIPTION



- Coordinate SPR's internal and external publicity of policy and strategy work, in conjunction with Corporate Communications as needed.
- Assist in the analysis of international developments on a quarterly basis, resulting in the production of an internal newsletter.
- Consider the use of multiple communication methods and channels (e.g., website, Intranet, working groups, events, podcasts, social media).

Related assignments:

- Contribute to the DFSA's strategy and approach to strategic planning, including the development of the organisation's business plans.
- Operating within the first line of defence, you will share responsibility for ongoing risk management while promoting a strong risk culture within the division and across the organisation in line with the DFSA Risk Management Framework.

5. WORK ENVIRONMENT:

- The SPR Division is a small team (currently around 10 staff) that works closely together in an open plan office.
- The SPR division develops the DFSA's policy and risk frameworks and leads the DFSA's domestic engagement and international relations work related to the relevant topics. SPR also conducts research and reports on a range of topics, including the economic environment and international regulatory developments.

6. COMMUNICATION:

Internal:

- Policy and research papers, notes and other analysis.
- Papers on SPR's approach to communications and material to help deliver the agreed approach.

External:

- Material to help deliver SPR's agreed approach to communicating with stakeholders, including content for speeches/presentations
- Preparation, organisation and running of key SPR public events.

7. AUTHORITY & DECISION MAKING:

- Research output is reviewed and agreed by the line manager. The role holder is expected to suggest areas for possible research.
- Within the agreed approach to communication, the role holder has authority to propose the best way to address specific audiences and is expected to consider, and make recommendations on, the use of different channels.
- This role has no direct reports

JOB DESCRIPTION



8. QUALIFICATIONS, EXPERIENCE & SKILLS:

Eligibility Criteria:

- Bachelor's degree in a relevant field.

Minimum Experience:

- 3-5 years of relevant experience in financial regulatory or industry setting.
- Experience in and understanding of functioning of public authorities and international relations.
- Experience in organising internal and external communications via multiple channels and methods.
- Skilled in Microsoft Office and other communication tools.

Knowledge, Skills & Attributes:

- A broad understanding of the functioning of the financial industry, government operation and broader stakeholder base.
- Understanding of policymaking and the role of policy and regulatory frameworks.
- Ability to identify and select the most appropriate and proportionate solutions for complex problems.
- The ability to adapt to and think creatively on both familiar and unfamiliar issues and use judgement to reach appropriate and practical solutions.
- Ability to think strategically and to translate strategy into detailed action plans.
- Understanding of risk concepts and the ability to apply these concepts to the work of a regulator.
- Ability to communicate complex matters succinctly and clearly, both orally and in writing in English (Arabic desirable), to all types of stakeholders.
- Capacity to multi-task and deliver high quality work to demanding and changing timescales.
- Quick learner, curiosity and keen and able to develop new skills.

ROLE CLOSES: MONDAY 30TH MAY 2022