

JOB DESCRIPTION TEMPLATE

AI Policy Analyst

The analyst who tracks AI laws, standards, and policy and translates them into practical guidance and internal control mappings.

Department	Public Policy / AI Governance / Regulatory Affairs
Reports to	Head of Policy / Director of AI Governance
Location	Remote / Hybrid / On-site
Employment type	Full-time
Experience	3 to 6+ years

POSITION OVERVIEW

The AI Policy Analyst monitors, analyzes, and interprets AI laws, regulations, standards, and policy developments for the organization. This role turns a complex and shifting regulatory landscape into practical guidance for governance, legal, compliance, and business teams.

Working with legal, compliance, governance, and public policy stakeholders, the AI Policy Analyst maps external requirements to internal policies and controls, drafts position materials, and supports the organization's response to emerging AI rules.

As AI regulation accelerates worldwide, the AI Policy Analyst keeps the organization informed, aligned, and ahead of its obligations.

KEY RESPONSIBILITIES

REGULATORY MONITORING

- Track AI legislation, regulation, and enforcement across jurisdictions.
- Monitor standards, frameworks, and guidance from standards bodies.
- Summarize developments and their implications for the organization.
- Maintain a regulatory horizon and impact register.

POLICY ANALYSIS AND DEVELOPMENT

Analyze external requirements and support internal policy, covering areas such as:

- Risk classification and prohibited or high-risk AI uses
- Transparency, disclosure, and documentation obligations
- Human oversight, testing, and record-keeping duties
- Sector-specific and cross-border requirements

FRAMEWORK MAPPING

Map obligations from the EU AI Act, the NIST AI Risk Management Framework, the OECD AI Principles, and US executive orders and state AI law to internal policies, standards, and controls.

GUIDANCE AND BRIEFINGS

- Draft clear guidance, briefings, and FAQs for internal stakeholders.
- Support governance and compliance teams with regulatory interpretation.
- Prepare materials for leadership and committees.
- Respond to internal questions on AI regulatory requirements.

EXTERNAL ENGAGEMENT SUPPORT

- Support responses to consultations and requests for comment.
- Coordinate with public policy and industry group activity.
- Track competitor and industry regulatory positioning.

DOCUMENTATION AND EVIDENCE

Maintain policy documentation, regulatory mappings, and records that support compliance and audit readiness.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Public Policy, Law, Political Science, Information Systems, or a related discipline.

- 3 to 6+ years of experience in policy analysis, regulatory affairs, compliance, or legal research, including technology or AI policy.
- Ability to read and interpret regulation and standards and explain them plainly.
- Strong research, writing, and analytical skills.
- Familiarity with AI and machine learning concepts and their policy implications.

PREFERRED CERTIFICATIONS

One or more of: AIGP, CIPP, and relevant public policy or regulatory credentials.

TECHNICAL KNOWLEDGE

AI regulatory analysis, policy development, framework and control mapping, legislative and standards tracking, regulatory horizon scanning, compliance documentation, and AI governance fundamentals.

ESSENTIAL COMPETENCIES

Analytical rigor, clear and concise writing, ability to translate legal text into practical guidance, and strong research discipline.

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