

JOB DESCRIPTION TEMPLATE

Technology Policy Advisor

The advisor who analyzes technology and AI policy, shapes organizational positions, and supports engagement with policymakers and stakeholders.

Department	Government & Regulatory Affairs / Public Policy
Reports to	Head of Public Policy / General Counsel
Location	Remote / Hybrid / On-site
Employment type	Full-time
Experience	6 to 10+ years

POSITION OVERVIEW

The Technology Policy Advisor develops and advances the organization's positions on technology and AI policy. This role analyzes policy and regulatory developments, advises leadership on their implications, and supports the organization's engagement with policymakers and stakeholders.

Working with legal, government affairs, governance, and business leaders, the Technology Policy Advisor turns a complex policy landscape into clear strategy and positioning, and helps the organization contribute constructively to policy debates.

As technology policy shapes the environment in which the organization operates, the advisor helps it stay informed, principled, and effective in how it engages.

KEY RESPONSIBILITIES

POLICY ANALYSIS AND STRATEGY

- Analyze technology and AI policy, legislation, and regulation.
- Advise leadership on implications and strategic options.
- Develop the organization's policy positions and principles.
- Anticipate policy trends and their business impact.

REGULATORY AND STANDARDS LANDSCAPE

Track and interpret developments across areas such as:

- AI regulation, including the EU AI Act
- Data protection, privacy, and cybersecurity policy
- Standards and frameworks such as the NIST AI RMF
- Sector-specific and cross-border technology rules

STAKEHOLDER ENGAGEMENT

- Support engagement with policymakers and regulators.
- Coordinate participation in consultations and industry groups.
- Prepare position papers, comments, and briefing materials.
- Represent the organization's views clearly and accurately.

INTERNAL ADVISORY

- Advise governance, legal, and business teams on policy questions.
- Translate external policy into internal implications and actions.
- Support leadership and Board briefings on policy matters.
- Align policy positions with organizational values and strategy.

CROSS-FUNCTIONAL COORDINATION

- Coordinate policy work across government affairs and governance.
- Align internal stakeholders on positioning and messaging.
- Support responses to policy-related inquiries.

DOCUMENTATION AND HORIZON SCANNING

Maintain policy analysis, positions, and a horizon of upcoming developments to keep the organization prepared.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Public Policy, Law, Political Science, Economics, or a related discipline. Advanced degree preferred.
- 6 to 10+ years of experience in technology policy, government affairs, regulatory strategy, or a related field.
- Strong understanding of technology and AI policy and the regulatory landscape.
- Excellent research, writing, and stakeholder communication skills.
- Ability to translate policy into strategy and clear guidance for leadership.

PREFERRED CERTIFICATIONS

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

TECHNICAL KNOWLEDGE

Technology and AI policy analysis, regulatory strategy, stakeholder and government engagement, policy position development, horizon scanning, and AI governance and data protection fundamentals.

ESSENTIAL COMPETENCIES

Strategic judgment, persuasive writing, stakeholder engagement, diplomacy, and the ability to translate complex policy into clear direction.

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