

Job Title: Senior Science Policy Analyst

Classification: Exempt, Full time

Reports to: Director of Science Policy and Government Relations

Date: December 16th, 2019

Summary/Objective

The incumbent will track legislative and regulatory issues related to the use of animals in biomedical research and teaching. This person will support the American Physiological Society's Animal Care and Experimentation (ACE) Committee and will work with the ACE Committee to address selected issues. This person will also help develop and implement advocacy strategies in support of Society positions on animal research, research funding, and other science policy issues. In addition, the incumbent will write about science policy for the Society's website, news magazine and social media.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions such as:

1. Attend meetings, review documents and participate in telephone conferences to monitor relevant legislative and regulatory issues.
2. Identify relevant information, analyze it and provide updates to keep the ACE Committee informed.
3. Work with the Director of Science Policy to organize committee meetings, congressional visits, symposia and webinars.
4. Draft policy statements, legislative briefs and advocacy recommendations in consultation with ACE Committee members and the Director of Science Policy.
5. Write about science policy issues for the [Society's website](#), the [Physiologist Magazine](#), and the [@SciPolAPS](#) Twitter feed.

Competencies

1. Excellent oral and written communications
2. Strong interpersonal skills
3. Familiarity with government relations, science policy and advocacy
4. Good organizational skills and the ability to meet deadlines while managing multiple projects



Supervisory Responsibility (Not applicable)

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Required Education and Experience

1. Advanced degree in physiology or a related life science.
2. A minimum of one year of science policy experience with a life sciences association, i.e., working with scientists to develop policy statements; obtaining approvals through organizational channels; and organizing symposia and webinars.
3. Familiarity with the congressional legislative and appropriations processes and experience conducting meetings with members of Congress and staff.
4. Familiarity with executive branch activities such as the development and implementation of regulations.
5. Familiarity with the oversight and regulation of animal research in the U.S.

Preferred Education and Experience

1. Ph.D. in physiology or a related life science.
2. At least three years of science policy experience.
3. Familiarity with animal research issues and oversight requirements.

Other Duties

This job description is not designed to provide a comprehensive listing of job requirements. Duties, responsibilities and activities may change at any time with or without notice.