

JOB DESCRIPTION – POLICY ANALYST

OVERVIEW OF THE CORPORATE INCOME TAX AGENCY (CITA)

The Corporate Income Tax Agency (CITA) is a statutory body established under the Corporate Income Tax Agency Act 2024 in Bermuda. The Agency is responsible for administering and implementing the corporate income tax regime to support Bermuda's economic goals and maintain its status as a leading international financial centre.

SECTION A: JOB INFORMATION SUMMARY

Post Identification	
Job Title:	Policy Analyst
Job no/ID:	TBD
Department:	Legal
Employment Term:	Full-time position
Reports to:	Senior Manager, Policy
Supervises:	-
Grade:	Analyst
Work Environment:	Work Schedule: Minimum 60% in-office and up to 40% remote

SECTION B: JOB PURPOSE

Brief statement outlining the reason the role exists
<p>The Policy Analyst is responsible for conducting research, analysis, and evaluation of corporate tax policies, regulatory frameworks, and economic impacts to support CITA's policy development and decision-making. This role ensures that tax policies align with Bermuda's legislative requirements, international tax standards, and economic objectives.</p> <p>Key responsibilities include monitoring tax policy trends, drafting policy recommendations, conducting impact assessments, and engaging with stakeholders to support informed decision-making. The Policy Analyst works closely with government agencies, regulatory bodies, and industry stakeholders to ensure policies are clear, effective, and aligned with best practices.</p>

SECTION C: KEY RESPONSIBILITIES

Responsibility	Description
Policy Research & Analysis	<ul style="list-style-type: none"> Conduct in-depth research and analysis on corporate tax policies, regulatory frameworks, and international tax trends. Assess the economic and fiscal impact of existing and proposed tax policies on businesses and government revenue. Analyse OECD, BEPS, and other international tax regulations, ensuring Bermuda's policies remain compliant and competitive.
Policy Development & Legislative Support	<ul style="list-style-type: none"> Draft policy briefs, discussion papers, and recommendations for senior leadership and government officials. Assist in the review and drafting of tax legislation, regulations, and policy guidelines. Ensure that policies align with the Agency's corporate income tax framework, financial regulations, and public sector governance. Monitor policy implementation and recommend adjustments based on legislative and economic developments.
Regulatory Compliance & Risk Assessment	<ul style="list-style-type: none"> Identify potential legal and regulatory risks associated with new and existing tax policies. Ensure policy recommendations are aligned with national and international tax compliance requirements. Work with legal and compliance teams to ensure legislative consistency and enforceability.
Economic & Fiscal Impact Assessments	<ul style="list-style-type: none"> Conduct economic impact assessments to evaluate how corporate tax policies affect business investment, government revenue, and economic growth. Analyse market trends, economic data, and financial reports to support policy recommendations. Prepare impact studies and forecasting models to assess tax policy effectiveness and future implications. Provide insights on international fiscal trends, helping CITA stay ahead of regulatory and economic shifts.
Report Writing & Communication	<ul style="list-style-type: none"> Prepare clear, concise, and well-researched reports, policy documents, and briefing notes for senior leadership.

Responsibility	Description
	<ul style="list-style-type: none"> Develop presentations and policy summaries, ensuring complex information is accessible to stakeholders. Communicate policy changes and implications effectively to both internal teams and external partners. Ensure all communication materials align with CITA's public engagement strategy and governance standards.
Miscellaneous	<ul style="list-style-type: none"> Perform other duties as requested by the Legal Director.

SECTION D: BUSINESS AND BEHAVIOURAL COMPETENCIES

Competency	Description
Attention to Detail & Accuracy	<ul style="list-style-type: none"> Conducts thorough research and policy analysis, ensuring accuracy and reliability in findings. Reviews and interprets legislation, regulations, and financial data with precision. Ensures policy documents and reports are clear, error-free, and aligned with regulatory standards.
Results Orientation & Accountability	<ul style="list-style-type: none"> Takes ownership of policy projects, ensuring timely completion and alignment with strategic objectives. Demonstrates a commitment to high-quality deliverables, meeting deadlines and policy evaluation standards. Proactively tracks policy outcomes and effectiveness, recommending improvements as needed.
Adaptability & Resilience	<ul style="list-style-type: none"> Responds effectively to shifting regulatory landscapes and evolving international tax policies. Maintains composure and flexibility under pressure, particularly when addressing urgent policy matters. Quickly adjusts policy recommendations based on new data, stakeholder feedback, or legislative changes.
Communication & Influence	<ul style="list-style-type: none"> Translates complex tax policies into clear, accessible language for stakeholders, government officials, and corporate taxpayers. Engages in persuasive communication, advocating for well-informed policy decisions. Tailors messaging to different audiences, ensuring clarity and impact in reports, presentations, and policy briefs.
Innovation & Continuous Learning	<ul style="list-style-type: none"> Stays informed about global best practices in tax policy, economic regulation, and fiscal policy development. Identifies and integrates new research methodologies and policy analysis techniques to improve decision-making. Proactively seeks opportunities to enhance efficiency through digital transformation and data-driven policy tools.
Ethical Judgement & Integrity	<ul style="list-style-type: none"> Upholds the highest standards of integrity and transparency in policy analysis and decision-making. Ensures that policy recommendations are objective, fair, and aligned with Bermuda's legal and ethical standards. Demonstrates confidentiality and professionalism in handling sensitive financial and regulatory information.
Stakeholder Engagement & Collaboration	<ul style="list-style-type: none"> Builds strong relationships with government agencies, industry experts, and regulatory bodies to gather insights and feedback. Works collaboratively across departments, legal teams, and economic research units to ensure cohesive policy development. Demonstrates diplomacy and tact in negotiating policy positions and resolving stakeholder concerns.
Analytical Thinking & Problem-Solving	<ul style="list-style-type: none"> Evaluates complex tax policies and regulatory frameworks, identifying potential challenges and opportunities. Uses data-driven insights to develop well-reasoned policy recommendations. Thinks critically and objectively, ensuring policy decisions are based on robust evidence and economic analysis.

SECTION E: OTHER TECHNICAL COMPETENCIES

Competency	Description
Tax Law and Policy Knowledge	<ul style="list-style-type: none"> A solid knowledge of corporate income tax systems, including tax rates, tax credits, incentives, exemptions, and other corporate tax issues. In-depth knowledge of Bermuda's corporate income tax laws, regulations, and tax treaties (if applicable) is crucial for understanding the local tax environment.
Tax Software and Systems	<ul style="list-style-type: none"> Familiarity with tax reporting and compliance software, or enterprise resource planning (ERP) systems that may be used by tax authorities, or businesses to file corporate income taxes and track corporate tax obligations.

Research Skills	<ul style="list-style-type: none"> ▪ Ability to conduct comprehensive legal and policy research on tax issues, global tax trends, and legislative changes.
-----------------	---

SECTION F: QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

Description	
Education:	<ul style="list-style-type: none"> ▪ Bachelor’s degree in Public Policy, Public Sector Management, Economics, Law, Political Science, Finance, Business Administration, or a related field. ▪ Master’s degree in Public Administration, Economics, Taxation, Law, or a related discipline is preferred. ▪ Professional certification in Policy Analysis, Economic Policy, or Taxation is an asset.
Knowledge:	<ul style="list-style-type: none"> ▪ Strong understanding of tax policy, corporate taxation, and public finance ▪ Familiarity with Bermuda’s tax laws, international tax frameworks (OECD, BEPS), and economic regulations. ▪ Knowledge of policy analysis methodologies, impact assessments, and legislative drafting. ▪ Understanding of economic modelling, regulatory compliance, and fiscal policy development. ▪ Awareness of stakeholder engagement processes and public sector governance.
Experience:	<ul style="list-style-type: none"> ▪ Minimum 3 years of experience in policy analysis, taxation, public administration, or economic research. ▪ Experience in conducting research, drafting policy recommendations, and evaluating legislative proposals. ▪ Proven ability to analyse and interpret data, economic trends, and regulatory frameworks. ▪ Experience working with government agencies, regulatory bodies, or international organisations on policy-related matters. ▪ Strong background in stakeholder consultation, policy communication, and report writing.

AUTHORISATION/CONFIRMATION

LINE OFFICIAL SIGNATURE:		DATE:	
HR OFFICIAL SIGNATURE:		DATE:	