

**DIRECTOR, POLICY & RESEARCH, AVIA**

As part of a very small team, this position plays a fundamental role in supporting the policy aspects and leading the research function. Supporting the Hong Kong based Chief Policy Officer, in drafting submissions, conducting relevant research on topical industry issues and managing complex, often competing, deadlines. Co-management of a policy assistant, based in Hong Kong.

- Based in Singapore or Hong Kong
- Some regional travel required
- Competitive salary

**Major Functions: Represent, Inform, Connect**

- Policy Advocacy
  - Assist in devising and executing strategies and plans for advocacy of policy positions relevant to the pay TV and online video industries, including broadcasting and internet regulatory policies.
  - Distill complex issues to their essence and express them clearly both verbally and in writing to diverse audiences.
  - Participate in external communications by drafting policy papers and analyses, as well as occasional publicity materials.
  - Build consensus and support amongst stakeholders by leveraging key relationships, through a combination of close liaison and fact-based argument.
- Research
  - Conduct and oversee research on:
    - Asian legal and regulatory frameworks for the pay TV and online video and associated advertising / technology industries
    - Global and regional best practices in regulation and policy development
    - Intellectual property protection in Asian Markets (frameworks and market realities)
    - Industry development in Asian markets
  - Write/edit and supervise production of high-quality, detailed reports and advocacy materials.
  - Analyze issues and policy approaches across many markets; synthesize concise supporting cases for policy positions based on best practices and industry conditions, supplemented by market-specific information.
  - As appropriate, engage in on-site research and liaison with AVIA member companies and industry players in various Asian markets.
- Member Services and Event Support
  - Networking – Work across national borders and cultural barriers, at all levels of seniority, to gather information and advocate AVIA member interests.

- Content creation -- Drive conception and production of digital/graphic/online/print media that presents information on policy-related matters effectively to support member engagement and member recruitment.
- Service – respond to member requests for information and updates about policies and conditions in regional markets.
- Outreach -- Manage Policy pages of AVIA website, working with Policy Assistant to ensure currency and topicality of information available to members.
- Events -- Assist, as required, in designing and managing preparation for committee meetings, seminars, conferences, roundtables, and webinars concerning policy matters.

Desired Attributes:

- Smart, responsive and aware – can readily spot trends and “connect the dots”
- Outstanding English communication skills; clear writing and fast editing
- Quantitative skills, especially those relevant to researching and then graphically summarizing and visually depicting data and trends, would also be preferred
- Ability to demonstrate business value of policy approaches and lobbying investment
- Excellent interpersonal and communication skills
- Ability to collaborate well with many diverse stakeholders and build coalitions
- Ability to multi-task, take forward multiple projects simultaneously, and deliver quality services within a fast-paced environment
- Interest in details of policies and the regulatory oversight of the media, technology and telecoms industries; some background in law, government, management consulting/strategy or lobbying would be preferred
- Knowledge of the copyright and/or communications industries would also be useful
- Ideally five years of experience after university in a relevant industry or government position
- Knowledge of a relevant Asian language and/or Asia-based experience would be a benefit but is not mandatory

Please send any expressions of interest to:

Clare Bloomfield  
Chief Policy Officer, AVIA  
[clare@avia.org](mailto:clare@avia.org)

***Please note: Closing date is 31 August. Only short-listed candidates will be notified.***