

## Leader of Policy Team Job Description

<b>Role</b>	Head of Policy Implementation
<b>Reporting Relationship</b>	Reports to the Transition Chair
<b>Role Summary</b>	The head of policy implementation is tasked with planning for and preparing to implement the major policy initiatives that have been driving the campaign. This requires a deep understanding of the governing philosophy and policy objectives of the candidate, a knowledge of the key experts and top officials who might be tapped to lead strategy with respect to various policies, and experience integrating policy expertise with execution.
<b>ROLE ACCOUNTABILITIES AND COMPETENCIES</b>	
<b>Individual Accountabilities</b>	<ul style="list-style-type: none"> <li>Align with candidate and campaign to identify overarching policy priorities</li> <li>Build Policy Implementation team</li> <li>Catalog campaign policy commitments from speeches and public statements</li> <li>Oversee development of 100- and/or 200- day policy implementation plans</li> <li>Oversee development of cross-cutting management agenda</li> <li>Oversee development of shadow presidential budget</li> <li>Oversee review of outgoing executive orders (deciding which to halt/reverse) and drafting of new executive orders to take effect as soon as president-elect takes office</li> </ul>
<b>Shared Accountabilities</b>	<ul style="list-style-type: none"> <li>Liaise with Operations team to hire members of Policy Implementation team</li> <li>Provide input to Appointments team on prioritization strategy of presidentially-appointed positions</li> <li>Provide input to Appointments team on position descriptions for priority presidentially-appointed positions</li> <li>Work with OMB to develop shadow presidential budget</li> <li>Assist President-Elect Support team in building president-elect's calendar between election and inauguration, providing input on scheduling for policy briefings</li> <li>Assist President-Elect Support team in designing Cabinet orientation and retreat</li> </ul>
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>Deep understanding of the governing philosophy and policy objectives of the candidate</li> <li>Knowledge of the key experts and top officials who might be tapped to lead strategy with respect to various policies</li> <li>Experience integrating policy expertise with execution</li> <li>Understanding of the "who" "what" and "how" of turning campaign promises and policy initiatives into action</li> </ul>

