
Job Description: Task Team Researcher and Analyst

SUMMARY:

The role of the Task Team Researcher and Analyst is to:

- Research issues raised to and by the NAN COVID-19 Task Team, review and summarize relevant literature and evidence, and present their findings to the Task Team.
- Review and analyze government initiatives and legislation to advise the Task Team and NAN Executive on possible impacts on the COVID-19 response in NAN Territory.
- Analyze how the Task Team is meeting its mandate of supporting the COVID-19 response within NAN communities; identify gaps that the Task Team could address and provide input on strategic direction.

DUTIES AND RESPONSIBILITIES:

- Respond to and prioritize community requests and liaise with community members and organizational reps.
- Respond to requests for research support from the Task Team Chair and/or Task Team Lead and develop e-mail responses, backgrounders, briefing notes, and other documents that meet these requests.
- Research, review, monitor and analyze COVID-19 news, developments, policy and programs at all levels of government, and provide summary updates the Task Team Lead and Task Team Chair.
- Attend Task Team meetings, Chief's Calls, and other meetings between the Task Team and NAN stakeholders to present work, gather information, and provide support.
- Work with the Task Team Lead and Task Team Chair to develop Task Team meeting agendas and prepare for Chief's Calls.
- Reach out to other NAN departments as required to complete work and to ensure information sharing between departments.
- Assist the Task Team Lead with the coordination of the Task Team and provide coverage as necessary.
- Perform other related duties as assigned from time to time.

ACCOUNTABILITY:

The Task Team Researcher and Analyst is under the supervision of the Task Team Lead with overall accountability for performance to the Chief Administrative Officer.

COMPETENCIES AND QUALIFICATIONS:

- Bachelor's degree in public health, social sciences, community development or an equivalent combination of education and related experience; the completion of at least some post-graduate course work is preferred.
- Knowledge of public health principles, especially those relating to the control of infectious diseases.
- Familiarity with the legislative, historical, and jurisdictional context of health services provision in NAN, as well as the history and current status of the COVID-19 pandemic.
- Knowledge of the systems and legislation pertaining to reportable diseases, testing, and vaccinations is preferred.
- Excellent interpersonal skills and the ability to interact effectively internally and externally.

NAN Corporate Services

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- High level written, research and presentation skills.
 - Excellent oral and written communication and time management skills.
 - Ability to execute, be a self-starter and follow through on projects.
 - Strong computer skills with expertise in Microsoft Word, Excel and Power Point.
 - Fluency in a NAN dialect (Cree, Ojibway or Oji-Cree) an asset.

LOCATION: Thunder Bay, Ontario

PORTFOLIO: Office of the Grand Chief

