

## JOB DESCRIPTION

### Education Policy Analyst

#### SUMMARY:

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The Education Policy Analyst is accountable to the Executive Council Member responsible for the Education Portfolio as well as the Director of Education and is required to perform related duties within the Education Department.

#### DUTIES & RESPONSIBILITIES:

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- To assist with the organization, scheduling and implementation of meetings/workshops; including facilitating, note taking and the completion of minutes as required.
- To assist the Director of Education with directives received from the Executive Council Member overseeing the Education Portfolio and the NAN Education Committee, and through mandates given by resolution.
- To assist the Director of Education by providing briefing notes, updates, letters, budgets, proposals, reporting and other duties as required.
- To assist in meeting work plan outcomes and objectives.
- Undertake analysis and research, and provide recommendations to the Director of Education on education related matters as required.
- To coordinate information exchange between the Director of Education, management, and staff on matters which require attention and action.
- To assist the Director of Education with coordination of the Education Department mandate based on plans, directives and initiatives.
- To represent Nishnawbe Aski Nation on committee and working groups as required.
- Maintain effective relationships with NAN First Nations, schools, education organizations, Tribal Councils, District School Boards and Federal and Provincial Departments.
- Assist with gathering of information and issue management relating to advocacy requests for First Nations, schools and students.
- To assist the Director of Education with presentations for the Nishnawbe Aski Nation Education Committee, Tribal Councils, First Nations and other organizations.
- To assist in special projects and activities as determined by the Executive Council Member or Director of Education.
- To assist in communication of educational issues and information to the communities, Education Committees, and Tribal Councils;
- To attend education related meetings as requested and report information back to the Director of Education.
- To perform additional related duties as may be assigned from time to time by the Executive Council of Nishnawbe Aski Nation.
- To assist with other administrative duties as may be requested from time to time.

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## **ACCOUNTABILITY:**

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The Education Policy Analyst will be responsible to the Director of Education for day-to-day activities but will be responsible to the Chief Administrative Officer for overall performance.

## **COMPETENCIES AND QUALIFICATIONS:**

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### **Candidate must possess the following skills and attributes:**

#### Education/Experience:

The position demands an experienced project manager with high level facilitation, decision making, communication and independent analysis capacity together with extensive knowledge of NAN education issues. The academic and skills expectations are as follows:

- 5+ years related education work experience
- Bachelor's Degree or Equivalent Experience in a training or education-related position
- Knowledge of First Nation education issues, challenges and delivery models
- Ability to work effectively with others
- Demonstrated presentation skills
- Proven effectiveness in project management
- Ability to work in a close team environment with others
- Ability to work independently and take initiative to meet goals and objectives
- Strong communication skills with proficiency in developing written communications and the development and delivery of oral presentations
- Willing to travel as required
- Ability to speak Ojibwe, Oji-Cree or Cree is an asset

### **OTHER REQUIREMENTS**

Reporting to the Chief Administrative Officer and the Director of Education, the Education Policy Analyst is an integral member of the Nishnawbe Aski Nation management team and is expected to effectively represent NAN in education matters with First Nations, Tribal Councils, regional and national First Nation education organizations and the federal and provincial governments.

**LOCATION OF WORK:** Thunder Bay

**PORTFOLIO:** Education

**CREATED /LAST UPDATED:**