

JOB DESCRIPTION

Research Assistant- Department of Justice

SUMMARY:

NAN requires highly skilled and self-motivated administrative professional who will work closely with the Director of Justice in a dynamic but demanding and fast-paced political office environment.

Under the supervision of the Director of Justice, the Research Assistant will provide administrative assistance and conduct research regarding NAN Community Safety and Justice Issues. The main focus of this position will be to engage in a research project related to traditional laws and community safety in the 49 NAN First Nations.

DUTIES:

- Research issues and historic practices in terms of First Nation community justice
- Summarize relevant literature and evidence and present findings to the Justice Department
- Record in detail the outcome of community engagement sessions and transcript minute notes
- Work closely with each participant community to explore traditional law delivery models and enforcement.
- Support communities with creating individual justice plans with assistance from the project team.
- Assist in completing a final report that will outline common themes and that will set the pillar framework for the community justice plans
- Assist Justice Department with ongoing projects and other duties as required
- Record, transcribe and/or prepare minutes related to the Justice research project
- Work with portfolio and department staff to promote, assist with planning and execute events and related projects.
- Develop and maintain a cooperative working relationship with NAN First Nations and Tribal Councils, affiliated First Nations organizations as well as government offices.

ACCOUNTABILITY:

The Research Assistant is responsible to the Director of Justice on a day-to-day basis and is further accountable to the Chief Administrative Officer for overall performance.

COMPETENCIES AND QUALIFICATION:

Candidate must possess the following skills and attributes:

Education/Experience:

The position demands a high degree of organization, multi-tasking and priority setting skill in confidential, political atmosphere. The academic and skills expectations are as follows:

- A Degree/Diploma in Office Administration or related field, and
- Familiarity with the legislative, historical, and jurisdictional context of justice provision in NAN
- Knowledge of the systems and legislation pertaining to reportable Justice issues
- Excellent interpersonal skills and the ability to interact effectively internally and externally.
- 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 OF WORK: Thunder Bay

PORTFOLIO: Justice

CREATED /LAST UPDATED: January 2021