

Job Description

Policy Analyst

Health Transformation Department - Federal Distinctions Based Indigenous Health Legislation Development

SUMMARY:

The role of the Policy Analyst is to review and analyze government initiatives and legislation, coordinate recommendations/options/process to advise the Health Transformation Lead and Negotiator, Federal Distinctions Based Indigenous Health Legislation Development Working Group, and the Nishnawbe Aski Nation (NAN) Chiefs on possible impacts and directions required relating to the Federal Distinctions Based Indigenous Health Legislation Development Process. The Policy Analyst will coordinate the Federal Distinctions Based Indigenous Health Legislation Development Working Group and develop the NAN position paper on Federal Distinctions Based Indigenous Health Legislation Development.

DUTIES AND RESPONSIBILITIES:

- Work by the mandate indicated throughout the *Charter of Relationship Principles Governing Health System Transformation in the NAN Territory*.
- Compile information, gathered by the Health Transformation Team, to develop a position paper, conduct research and collect data that is required for the NAN response to the Federal Distinctions Based Indigenous Health Legislation Development Process.
- Research, review, monitor and analyse federal government initiatives, legislation, policy and operational plans which affect the health, mental health, health services and self-determination in health for members of NAN as part of the Federal Distinctions Based Indigenous Health Legislation Development Process.
- Create recommendations/options and advise the Executive with the Health Transformation portfolio, HTAC, CCHT and the NAN Chiefs on possible impacts within NAN and on the Federal Distinctions Based Indigenous Health Legislation Development Process.
- Draft correspondence, discussion papers, internal documents and briefing notes for senior management, Working Groups, NAN Chiefs and Executive on the Federal Distinctions Based Indigenous Health Legislation Development Process.
- Represent NAN or the Health Transformation process at meetings, conferences, workshops, etc. for purposes of presenting or gathering information relating to the Federal Distinctions Based Indigenous Health Legislation Development Process.
- Respond to requests for information or support related to NAN response to the Federal Distinctions Based Indigenous Health Legislation Development process.
- Plan engagement sessions with NAN communities/Health Transformation Advisory Council/Chiefs Council on Health Transformation on the Federal Distinctions Based Indigenous Health Legislation Development Process.
- Arrange meetings, engagement sessions and correspondence with the NAN Federal Distinctions-Based Health Legislation Process Working Group and legal support.
- Work thoroughly with the Health Transformation Team and other NAN departments to facilitate and communicate the effective and efficient administration of the Federal Distinctions Based Indigenous Health Legislation Development process.
- Liaise with First Nations, organizations, and other service agencies.
- Perform other related duties as assigned from time to time.

ACCOUNTABILITY:

The Policy Analyst is under the supervision of the Director of Health Transformation and Health Transformation Lead and Negotiator, with overall accountability for performance to the Chief Administrative Officer.

COMPETENCIES AND QUALIFICATIONS:

- Post- Secondary education in a health, public health administration or related field.
- A minimum of 3 years' practical experience or a combination of education and relevant experience dealing with health policy issues.
- Demonstrates extensive knowledge of broad spectrum of on-going health issues and health care support systems with a solid understanding of the trends, directions and models of delivery and governance that affect health care in the NAN territory.
- Understand and facilitate health program design and delivery and the interrelationship with health policy and legislation.
- Leadership abilities, communications and interpersonal skills necessary to interact effectively internally and externally to develop and maintain effective working relationships.
- Program management experience.
- High level written, analytical research and presentation skills.
- Excellent oral and written communication and time management skills.
- Organization, contract management, analytical and negotiation skills.
- Ability to execute and 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.
- Must have working knowledge of federal and provincial health legislation and interrelationships with the Indian Act and Treaties #9 and #5.
- Willing and able to travel as required

LOCATION: Thunder Bay or Timmins, Ontario
PORTFOLIO: Health Transformation
LAST REVIEW: April 2021