

## JOB DESCRIPTION

### Policy Analyst

#### Health Transformation Department (Immediate Needs)

##### SUMMARY:

The role of the Policy Analyst is to review and analyze government initiatives and legislation, coordinate recommendations/options/process to advise the Health Policy Manager, Director of Health Transformation, Health Transformation Lead and Negotiator, Health Transformation Advisory Council (HTAC), Chiefs Council on Health Transformation (CCHT) and the Nishnawbe Aski Nation (NAN) Chiefs on possible impacts and directions relating to the NAN Health Transformation process and the Immediate Needs process.

The Policy Analyst will provide technical support to the Health Policy Manager and Director of Health Transformation on the immediate needs process, including assisting in drafting the briefing notes, drafting, reviewing and vetting of government correspondence and assisting in the development of negotiations strategies for the NAN Health Transformation Process.

##### DUTIES AND RESPONSIBILITIES:

- Work by the mandate indicated throughout the *Charter of Relationship Principles Governing Health System Transformation in the NAN Territory*.
- Work under the direction of the CCHT and the HTAC.
- Research, review, monitor and analyse provincial and federal government initiatives, legislation, policy and operational plans which affect the health, mental health, health services and self-determination in health for members of the NAN.
- 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 NAN Health Transformation and Immediate Needs process.
- Research, review, monitor and analyse different health care systems and engagement models across Canada and around the world.
- Draft correspondence, proposals, discussion papers, internal documents and briefing notes for senior management, CCHT, HTAC, Working Groups, NAN Chiefs and Executive. Prepare briefing materials on health transformation and health issues as required/requested.
- Represent NAN or the Health Transformation process at meetings, conferences, workshops, etc. for purposes of presenting or gathering information.
- Liaise with First Nations, organizations and other service agencies.
- Respond to requests for information or support related to NAN Health Transformation and Immediate Needs process.
- Work thoroughly with the Health Transformation Team and other NAN departments to facilitate and communicate the effective and efficient administration of current and future health transformation and health projects.
- Perform other related duties as assigned from time to time.

## ACCOUNTABILITY:

The Policy Analyst is under the supervision of the Health Policy Manager and Director of Health Transformation, 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, Ontario  
**PORTFOLIO:** Health Transformation  
**LAST REVIEW:** January 2020