

---

**JOB DESCRIPTION****Senior Policy Analyst**  
**Child Development****SUMMARY:**

---

This position offers a challenging opportunity to provide leadership and expertise in the planning, development and implementation of policies and programs that meet the strategic direction of the Child Development department. Children's health, social and education policy and program issues are diverse; have fiscal implications, and impact individuals, and families, in NAN territory. The Senior Policy Analyst will support the Child Development Team in addressing systemic barriers to better outcomes for children and families that is based on reconciliation and is rooted in jurisdiction and control.

As issues frequently entail overlapping jurisdictions with the federal government, provincial ministries, government agencies, and community organizations, the Policy Analyst will conduct and participate in consultations with internal and external stakeholder groups.

**ACCOUNTABILITY:**

---

The Child Development Policy Analyst is under the supervision of the Director of Child Development with overall accountability for performance to the Chief Administrative Officer.

**DUTIES AND RESPONSIBILITIES:**

---

- Lead, coordinate and undertake policy research, analysis and advise to support policy and program recommendations
- Conduct information analysis involving demographic, economic, social, and political factors and identify emerging issues, trends and/or implications
- Research, review, monitor and analyse provincial and federal government initiatives, legislation, policy, and operational plans which impact children's well-being and develop recommendations and options.
- Build and maintain relationships with key sector stakeholders and First Nation partners to work collaboratively on policy projects
- Participate in joint projects with stakeholders, inter-ministry partners, and consultants and develop, coordinate, and evaluate in-depth and comprehensive reports and analysis
- Prepare follow up information in response to inquiries and requests for information requiring detailed research, analysis, and interpretation of program/ministry issues.

- 
- Draft correspondence, proposals, discussion papers, internal documents and briefing notes as required/requested.
  - Represent NAN at meetings, conferences, workshops, etc. for purposes of presenting or gathering information.
  - Perform other duties as assigned

## **COMPETENCIES AND QUALIFICATIONS:**

---

- A Degree in social sciences, health, public administration, public policy, health promotion, or a related discipline
- Minimum of three years' experience directly related to Indigenous children health and social development or the equivalent combination of work and experience
- Knowledge of relevant legislation and strategic directions for an integrated child and youth service as well as governance and critical social policy issues
- Skills in engagement, consultation, and relationship management to establish key stakeholder linkages across ministries and organizations for collaboration on policy and program initiatives
- High level oral and written communication skills to prepare and present reports, submissions, recommendations, and briefings to internal and external stakeholders.
- Skill and experience in planning, designing and undertaking various types of research to develop policy and program options, frameworks and operational guidelines.
- Ability to identify issues and analyse interests of stakeholders and develop policies and solutions that address concerns
- Ability and willingness to travel frequently to remote NAN First Nation communities.

**PORTFOLIO:** Child Development, DGC Achneepineskum

**LOCATION:** Thunder Bay