
JOB DESCRIPTION**Senior Portfolio Advisor****SUMMARY:**

The Senior Portfolio Advisor works under the Grand Chief/Deputy Grand Chief to ensure that strategic policy analysis and strategic planning are completed related to all portfolio items under each Executive member. The Senior Portfolio Advisor will support the NAN Executive by providing analysis of provincial and federal legislation pertaining to the NAN territory and will liaise with other political territorial organizations to facilitate a cooperative approach to achieving the political goals of the organization. Additionally, the Analyst will provide strategic scheduling, briefings, updates and position papers to the NAN Executive on selected areas of interest.

DUTIES:

- Identifies potential program funding and initiatives that may assist in achieving the goals and priorities of the Deputy/Grand Chief.
- Provides strategic planning and evaluating of goals and objectives of the organization's overall strategic vision and key initiatives
- Research, prepare, develop and negotiate funding proposals and applications to advance and promote the strategic initiatives of the organization.
- Maintains strong working relationships with First Nations, regional and national aboriginal organizations, relevant government agencies, external organizations and businesses to promote partnerships to strategically advance the organizations initiatives.
- Research, review, monitor and analyze provincial and federal government initiatives, legislation, policy and operational plans which affect the members of the Nishnawbe Aski Nation, make recommendations/and or options and advise on possible impacts within Nishnawbe Aski Nation.
- Develop/draft political position papers/statements regarding applicable issues.
- Perform other related duties as assigned from time to time.

ACCOUNTABILITY:

- The Senior Portfolio Advisor is responsible for performing all duties outlined within the job description and is responsible to the Deputy/Grand Chief.
- While the Senior Portfolio Advisor will work closely with and receive functional direction from the Deputy/Grand Chief, he/she is accountable to and under the immediate supervision of the Chief Administrative Officer.

COMPETENCIES AND QUALIFICATIONS:

Candidate must possess the following skills and attributes:

Education/Experience:

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

Education

- Bachelor's degree in Political Science or Office Administration (or similar).

Experience

- At least five years' experience in the Office Administration/Management.
- Extensive knowledge of the broad spectrum of on-going First Nations issues and systems; as well as the trends, directions and models of delivery and governance that affect First Nations in the NAN territory
- High level written, analytical research and presentation skills.
- Must have working knowledge of federal and provincial legislation and interrelationships with the Indian Act and Treaties #9 and #5.
- Ability to work, and to maintain positive working relations, with First Nation communities and organization, including various government agencies and non-governmental organizations.
- Ability to provide thorough, well composed reports on specific issues within short time limits.
- Fluency in a one of NAN's three languages (Cree, Ojibway or OjiCree) an asset.
- Initiative and ability to function both independently and as part of the Nishnawbe Aski Nation team.

- Willing and able to travel as required

LOCATION OF WORK: Thunder Bay

PORTFOLIO: Senior Portfolio Advisor

CREATED /LAST UPDATED: August 2021

