

Job Description

Policy Analyst

Health Transformation Department

SUMMARY:

The role of the Policy Analyst is to Work by the mandate indicated throughout the *Charter of Relationship Principles Governing Health System Transformation in the NAN Territory*. The Policy Analyst will review and analyze government initiatives and legislation, coordinate recommendations/options/process to advise the 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.

The Policy Analyst will provide technical support to all areas 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*.
- 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.
- Draft correspondence, proposals, discussion papers, internal documents, recommendations, and briefing notes for senior management, CCHT, HTAC, Working Groups, NAN Chiefs and Executive with the Health Transformation portfolio on possible impacts within NAN and on the NAN Health Transformation process.
- 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 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.
- Work with the Health Transformation Team and other departments in NAN to align and coordinate approaches to improve systemic and policy issues that are impacting NAN First Nations access to health services.
- Perform other related duties as assigned from time to time.

ACCOUNTABILITY:

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

COMPETENCIES AND QUALIFICATIONS:

NAN Corporate Services

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Thunder Bay, ON P7J 1L2

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~~• 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: May 2022