

## Job Description

### Early Learning and Child Care Senior Policy Analyst

#### SUMMARY:

The Early Years Department is looking for a qualified and motivated individual to work in close collaboration with the Early Years Director, and Early Years team to support and expand Nishnawbe Aski Nation's policy work and programming related to Indigenous early childhood and child care and NAN Early Years Framework.

#### ACCOUNTABILITY:

The Early Learning and Child Care Policy Analyst is under the supervision of the Director of Early Years Department with overall accountability for performance to the Chief Administrative Officer.

#### DUTIES AND RESPONSIBILITIES:

- Review, interpret and provide recommendations on existing Provincial and Federal Early Learning and Child Care policies.
- Assist and support the development and implementation for new and existing programs, legislation, and policy directives.
- Work closely with NAN First Nations, Tribal Councils and other stakeholders in development and implementation of new and existing programs, legislation, and policy directives.
- Develop, coordinate, and liaise with NAN Indigenous Early Learning and Child Care regional technical table.
- Support the creation and interactive delivery of curriculum materials in early childhood and policy considerations as part of the NAN Early Years Framework.
- 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.
- Participate in special projects as directed; and
- Perform other duties as assigned

#### COMPETENCIES AND QUALIFICATIONS:

- Post Secondary Degree required in early childhood education, public policy, or a related field.
- Minimum of three years' relevant experience in early childhood policies and programs
- 2 years experience working with First Nation organizations or communities.
- Knowledge of NAN 's Indigenous culture and governance structures.
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- Ability to synthesize information and present findings or recommendations to high-level Executive Council and stakeholders.
- Ability to work independently and conduct research on early childhood policy topics.
- Demonstrated experience with using data to support policy development.
- Knowledge of research methodology, evaluation, and statistics to be able to understand and interpret the validity and significance of findings.
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Knowledge of Federal Indigenous Early Learning and Child Care Framework and Ontario Child Care legislation.
- Ability and willingness to travel frequently to NAN First Nation communities.

**PORTFOLIO: Early Years**

**NEW : October 2021**

**REVISED: May 12, 2022**

