

JOB DESCRIPTION

Policy Analyst- Women's Initiatives

SUMMARY:

The role of the Policy Analyst is to provide technical support to the Manager of Women's Initiatives and to the Executive Council member responsible for the Women's Initiatives portfolio. Key duties include conducting research, monitoring and analyzing local, provincial, and national existing and emerging legislation, policies, programs, initiatives, and trends that impact the well-being of Indigenous women, girls, 2SLGBTQQIA+ people and their families. The Policy Analyst will support and advocate for the NAN First Nations and work to fulfill mandates received from the NAN Chiefs-in-Assembly.

The Policy Analyst is an important member of a small team who will assist with the ongoing development and implementation of work plans associated with the Women's Initiatives department and who will plan and execute community engagement and information gathering activities on a full range of policy areas.

DUTIES AND RESPONSIBILITIES:

- Conduct research, data collection, analysis and environmental scanning of current and future provincial and federal legislation, policies, programs, services, and initiatives impacting the well-being of Indigenous women, girls, 2SLGBTQQIA+ people and their families.
- Analyze issues and trends related to Indigenous Women, girls and 2SLGBTQQIA+ people's issues, including, but not limited to, women's health, violence against Indigenous women, family violence prevention, and Missing and Murdered Indigenous Women and Girls (MMIWG), in a local, regional and/or national context and identify shortcomings, impacts or opportunities on/for NAN First Nations.
- Lead the *NAN Missing, Murdered, Underserviced and Vulnerable Women, Girls and 2SLGBTQQIA+ People Knowledge Translation Project* which will require engagement with NAN advisory councils, Elders, Leadership, and community members.
- Lead and/or assist with coordinating and facilitating engagement activities such as interviews, focus groups, workshops, and meetings to support the department's strategic plans and mandates.
- Provide advice, strategic responses, and recommendations for organizational positions as it relates to the Women's Initiatives portfolio.
- Prepare thorough and concise correspondence, memos, briefing notes, presentations, position papers, resolutions, and reports as required.
- To undertake research projects as required and assist in developing education and awareness campaigns and materials.

- Develop and implement project work plans in accordance with NAN policies and procedures and funding terms and conditions.
- Attend NAN Women's Council meetings and NAN Women's Initiatives special events, forums, workshops, etc.
- Establish and maintain strategic relationships with internal departments, NAN First Nations, NAN Tribal Councils, government partners, and other organizations and agencies.
- Participate in meetings and committees at local, regional, or national levels as required.
- Travel to NAN First Nations and urban centres as required.
- Perform other duties related to a broad range of Women's Initiatives priorities and projects as required.
- Maintain an effective and organized filing system to store organization information.
- Ensure department work is conducted in an appropriate and culturally relevant manner sensitive to the customs, traditions, and practices of the NAN First Nations.
- Abide by all NAN approved policies and procedures.

ACCOUNTABILITY:

The Policy Analyst is under the supervision of the Manager of Women's Initiatives with overall accountability to the Chief Administrative Officer for performance.

COMPETENCIES AND QUALIFICATIONS:

Candidate must possess the following skills and attributes:

Education/Experience:

- Post-Secondary Degree in social sciences, humanities, or relevant fields and/or combination of experience and education/training.
- Experience in program management, policy analysis and political advisory roles.
- Experience coordinating and facilitating meetings, roundtables, and discussion groups, and fostering healthy dialogue.
- Knowledge of current issues facing Indigenous Women, girls and 2SLGBTQQIA+ people, especially in the remote north and NAN First Nations.
- Knowledge of the National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG) Report and Calls for Justice and the Truth and Reconciliation Commission (TRC) of Canada Calls to Action.

Skills and Proficiencies:

- Excellent written, organizational, time management and problem-solving skills.
- High-level analytical skills with the ability to interpret complex information and communicate it to a variety of audiences – skills in knowledge translation are a strong asset.

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- Strong research skills and the ability to provide thorough, well composed reports and policy analysis on specific issues within short time limits.
 - Ability to work independently and within a team environment.
 - Demonstrated leadership and facilitation skills and the ability to consolidate engagement results into summary reports.
 - Strong initiative and the ability to complete tasks independently with minimal supervision, and within a collaborative team setting.
 - A strong desire to learn and expand policy and advocacy skills.
 - High proficiency with Microsoft Office, Adobe, SharePoint, Teams, and other virtual meeting platforms.
 - Fluency in a NAN dialect (Cree, Ojibway, or Oji-Cree) is an asset.

LOCATION OF WORK: Thunder Bay, Ontario

PORTFOLIO: Women's Initiatives

CREATED/LAST UPDATED: June 2022

