
JOB DESCRIPTION**Senior Policy Analyst****Infrastructure, Housing and Emergency Management Department****SUMMARY:**

The Senior Policy Analyst works under the functional and political direction of the Grand Chief and the immediate supervision of the Infrastructure, Housing, and Emergency Management Director. The Senior Policy Analyst is responsible for implementation of identified Housing and Infrastructure, and Emergency Management priorities and initiatives as mandated by resolution to the NAN Executive Council by the NAN Chiefs in Assembly.

The Senior Policy Analyst 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, both levels of government, Tribal Councils, and other First Nation organizations to facilitate a cooperative approach to achieving the political goals of the organization. Seeking experience in the following fields, Emergency Management, IT/Broadband, Energy and Power or Health Infrastructure. Additionally, the Analyst will provide strategic scheduling, briefings, updates, and position papers to the NAN Executive on selected areas of interest.

DUTIES:

- 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 in the areas of Housing, Infrastructure and Emergency Management
- Identifies potential program funding and initiatives that may assist in achieving the department goals and priorities of the organization
- Provides strategic planning and evaluating of goals and objectives of the organization's overall strategic vision and key initiatives
- 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.
- Develop/draft political position papers/statements regarding applicable issues.
- Attend meetings as required.
- Perform other related duties as assigned.

ACCOUNTABILITY:

The Senior Policy Analyst is under the direction and supervision of the Director of Infrastructure and Housing with further accountability for overall performance to the Chief Administrative Officer. The Senior Policy Analyst will receive political and strategic direction from the Infrastructure and Housing Director. The Senior Policy Analyst is expected to effectively represent NAN in a professional way with First Nations, Tribal Councils, regional and national First Nation organizations and the federal and provincial governments.

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

- Post-secondary education in one or more of the following fields: political science, public policy, and/or social sciences.

Experience

- A minimum 3-5 years' practical experience or a combination of education and relevant experience in providing organizations and/or First Nations with strategic policy advice.
- 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.
- Strong computer skills with expertise in Microsoft Word, Excel and Power Point.
- 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.
- Demonstrated ability to conduct complex research and analysis, including policy research, policy analysis, and writing proposals/reports.
- Demonstrated experience in providing strategic policy advice and synthesizing information into policy documents.
- 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 or Timmins

PORTFOLIO: Housing, Infrastructure and Emergency Management

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