
JOB DESCRIPTION

Senior Policy Analyst

SUMMARY:

The Senior Policy Analyst works under the direction of the Deputy Grand Chief to carry out research and policy analysis for issues and priorities affecting NAN communities and their members. The Senior Policy Analyst will support in the development of public health-related social strategies linked to solutions contributing to NAN health transformation goals and objectives, and in collaboration with NAN departments, NAN First Nations and affiliated organizations, relevant government agencies and organizations, and service providers. Additionally, they will provide and/or prepare briefings, reports, position papers, and proposals as required. This position offers a challenging opportunity for a highly skilled and motivated professional knowledgeable about the successes, challenges and issues affecting NAN members.

DUTIES AND RESPONSIBILITIES:

- Participate as a member of the Executive team to carry out and achieve the goals and objectives for public health-related social strategies.
- Conduct research and policy analysis towards the development of strategies related to public health-related social strategies.
- Contribute research findings and data to NAN health transformation goals and objectives in collaboration with the NAN health transformation department.
- Research and monitor new and emerging evidence-based practices, trends, and issues, including legislation and policies that impact NAN territory.
- Identify, prepare, and negotiate funding proposals to develop and/or implement the public health-related social strategies and initiatives of the organization.
- Maintain interdepartmental collaboration and connect Deputy Grand Chief files (i.e., Drug Prevention, Homelessness, Life Promotion, Healing and Reclamation, Community Wellness, Early Years, etc.) to support NAN health transformation work on programs using a social determinants of health approach.
- Maintain strong working relationships with NAN departments, NAN First Nations and affiliated organizations, relevant government agencies and organizations, and service providers to promote partnerships to strategically advance NAN initiatives.
- Prepare correspondence, briefing notes, presentations, reports, and position papers.
- Participate in meetings, etc. for purposes of presenting or gathering information.
- Maintain an effective and organized filing system in the organization's servers.
- Ensure 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.
- Travel to NAN First Nations and elsewhere as required.
- Perform other duties as assigned.

ACCOUNTABILITY:

The Senior Policy Analyst is responsible for performing all duties outlined within the job description to the Deputy Grand Chief, and is under the supervision and overall accountability to the Chief Administrative Officer.

COMPETENCIES AND QUALIFICATIONS:

This position demands strong interpersonal and communication skills, critical thinking skills, and priority setting skills in a fast-paced political environment. The candidate must possess the following skills and attributes:

Education/Experience:

- A post-secondary degree in political science, public administration, public policy, public health, social work or Indigenous studies, and 3-5 years of relevant experience and specialized knowledge working with First Nations or related entities.
- Extensive knowledge of First Nations governance, and issues and trends affecting First Nations in the NAN territory.
- Knowledge and understanding of Indigenous organizations providing technical support and advocacy for First Nations peoples, as it relates to inherent, treaty and other rights and legislative and policy development with different levels of government.
- Demonstrated experience working with First Nations, federal, provincial, territorial, and municipal governments and officials.
- A strong desire to learn and expand policy and advocacy skills.

Skills and Proficiencies:

- High level written, analytical, research and presentation skills.
- Ability to provide thorough, well composed reports on specific issues within short timeframes.
- Ability to function both independently and as part of the NAN team.
- Ability to manage multiple priorities under pressure, set and meet goals and deadlines, and be a self-starter and follow through on projects.
- Excellent interpersonal skills and ability to maintain positive working relationships.
- Excellent problem-solving, time management, planning & organizational skills, and attention to detail.
- Proficient with Microsoft 365, Adobe Acrobat, and virtual meeting platforms.
- Willing and able to travel as required.
- Fluency in a one of NAN's three languages (Cree, Ojibway or Oji-Cree) is an asset.

LOCATION OF WORK: Thunder Bay, Ontario

PORTFOLIO: Executive

CREATED/LAST UPDATED: June 2022