

JOB DESCRIPTION

Lifelong Learning Analyst

Education

SUMMARY: *The role of the Lifelong Learning Analyst is responsible for the ongoing development and implementation of work plans associated with the Bilateral Process on Lifelong Learning and the implementation of The Journey Together: Ontario's Commitment to Reconciliation with Indigenous Peoples. This position works closely with Chiefs of Ontario's First Nations Lifelong Learning Table as well as with the Ministry of Education to create holistic educational initiatives, policies, supports and resources available for First Nations students and their families in provincially funded schools. The Lifelong Learning Analyst will work to identify priority areas through coordinated actions with communities, and will advocate for and create processes to promote student success and wellbeing while increasing First Nations students' access to meaningful education.*

DUTIES:

- *Work as a key member of a province-wide team devoted to the Bilateral Process on Lifelong Learning;*
- *Develop and implement work plans to address the Strategic Plan associated with the Bilateral Process on Lifelong Learning;*
- *To coordinate, administer and manage issues relating to provincial education programs and services;*
- *To support the Director of Education with the implementation of the education related resolutions as mandated by the Chiefs of Nishnawbe Aski Nation;*
- *To represent Nishnawbe Aski Nation on committees, board's and other councils as requested and approved;*
- *Assist in meeting proposal based approved work plan outcomes;*
- *To provide support and advocacy for First Nations individuals, communities and families when requested;*
- *To attend meetings as required and/or requested;*
- *To organize and facilitate meetings or workshops on education issues;*
- *Prepare proposals, submissions, activity, and financial reports to carry out the activities related to the Bilateral Process on Lifelong Learning within NAN;*
- *Develop and implement work plans and resolutions in accordance with NAN policies and procedures and funding terms and conditions.*
- *Prepare regular progress reports for the Bilateral Table on Lifelong Learning;*

- *Deliver presentations as requested;*
- *Consolidate information and develop written communications;*
- *Liaise and strengthen relationships between First Nations, Tribal Councils, Provincial Territorial Organizations (PTO's), provincial education systems and EDU;*
- *Collaborate and share information in a dynamic team environment within COO;*
- *Perform other duties as required.*

Political Advisory

- *To provide technical policy support and liaison with respect to emerging education issues to the Education portfolio holder and Director of Education as requested.*
- *To undertake research projects, as required and assist in developing communication and information materials;*
- *To draft correspondence, proposals, internal documents and briefing notes under the authorization of portfolio holder or Director of Education;*
- *To coordinate information exchange between the Director of Education, management and staff on matters which require attention and action and will include organizing meetings and teleconference calls;*
- *To review, summarize and analyze technical, policy and political reports and documents as required;*
- *To prepare briefing materials for the Executive Council or Director of Education when requested.*

CROSS TRAINING: *if applicable*

OTHER JOB REQUIREMENTS:

- *Ability to work effectively with others;*
- *Display strong interpersonal skills;*
- *Ability to work both independently and in a team environment;*
- *Strong communication skills with proficiency in developing written communications and the development and delivery of oral presentations;*
- *Willing to travel to First Nation communities, in small aircrafts;*

COMPETENCIES AND QUALIFICATION:

Candidate must possess the following skills and attributes:

Education: *Post secondary degree or diploma, preferably in the area of Education. Equivalent level of work experience may also be considered.*

Credentials:

n/a

Experience:

- *3-5 years of relevant work experience may be considered.*

Knowledge:

- *Need basic knowledge of methods, techniques or procedures that are commonly accepted practice in my predominant field of work. I can generally rely on others to provide me with advice and guidance on difficult or unusual assignments, problems, or situations.*
- *Knowledge and understanding of indigenous culture and traditions within NAN territory communities is vital.*
- *Ability to speak one of the NAN languages is an asset.*

Effort:

- *Minimum physical effort, however there will be a requirement for periodic heavy lifting or moving of materials.*
- *Predominantly desk work with prolonged sitting and limited freedom of movement.*
- *Moderate level of dexterity required. Work requires precision keyboarding skills at a minimum of 45 wpm.*
- *High level of vigilance and accuracy required. Work requires intense attention to detail and strong mental focus.*

Working Conditions:

- *Mainly in office work, with periodic periods working in a warehouse setting.*
- *Regular time pressures due to frequent and/or multiple deadlines. Often will receive last minute or unexpected assignments that need to be completed immediately.*
- *Tasks must frequently be reprioritized in order to respond to changing conditions or demands.*
- *Travelling is required from time to time which will require flying on both commercial and smaller 8-18 seat planes. Highway driving may also be required.*

Responsibilities:

- *This job has responsibility for operational planning, coordination, development and implementation of one or more projects, programs or functions.*
- *The role requires management of financial and/or material resources, and regular reporting on mandate.*

- *May require liaison with NAN communities or funding agencies.*

ACCOUNTABILITY:

The Lifelong Learning Analyst is accountable to the Chief Administrative Officer and the Director Education for overall performance and to the Education Manager for day-to-day operations.

LOCATION OF WORK:

Thunder Bay

PORTFOLIO:

Education

CREATED /LAST UPDATED:

May 2023

