

JOB DESCRIPTION

Policy Analyst

Women's Initiatives

SUMMARY:

The role of the Policy Analyst is to provide technical support to the Director 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 strategic 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:

- 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, Girls & Two-Spirit people (MMIWG2S), in a local, regional and/or national context and identify shortcomings, impacts or opportunities on/for NAN First Nations.
- Lead strategic planning to address and prevent gender-based violence (GBV) which will require engagement with NAN Advisory councils, Elders, NAN Leadership, NAN citizens, and external organizations/agencies.
- Lead and/or assist with planning, coordinating, and facilitating engagement activities such as interviews, focus groups, workshops, gatherings, and meetings to support the department's strategic plans and mandates.
- Provide advice, strategic responses, and recommendations for departmental and 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.
- Assist in developing education and awareness campaigns and materials pertaining to GBV, leadership & empowerment and issues relevant to Indigenous women, girls & 2SLGBTQIAA+ people.

- Attend NAN Women's Council meetings and NAN Women's Initiatives events, forums, gatherings, workshops, etc.
- Liaise and collaborate with various stakeholders inside and outside the organization including but not limited to internal departments, NAN First Nations, NAN Tribal Councils, affiliated organizations, and government partners.
- 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.
- Adhere to all NAN approved policies and procedures.

CROSS TRAINING: N/A

OTHER JOB REQUIREMENTS:

Driver's License, Police Criminal Record Check, Proof of COVID-19 vaccination

COMPETENCIES AND QUALIFICATION:

Candidates must possess the following skills and attributes:

Education:

- Post-Secondary Degree in social sciences, humanities, or relevant fields and/or combination of experience and education/training.

Experience:

- Experience in conducting research, policy analysis, project management and political advisory roles.
- Experience in facilitating meetings, roundtables, and discussion groups, and fostering healthy dialogue.
- Experience in working with Indigenous communities, groups, and organizations.
- Demonstrated research, facilitation, and summary report writing skills.

Knowledge:

- Knowledge of current issues facing Indigenous Women, girls and 2SLGBTQQIA+ people, especially in the remote north and NAN First Nations.
- Knowledge and understanding of Indigenous culture, traditions and protocols within NAN territory communities is vital.
- Knowledge of the National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG) Report and Calls for Justice, the Truth and Reconciliation Commission (TRC) of Canada Calls to Action and the 2021 Missing and Murdered Indigenous Women, Girls, and 2SLGBTQQIA+ People National Action Plan.
- Fluency in a NAN dialect (Cree, Ojibway, or Oji-Cree) is an asset.

Effort:

- Outstanding interpersonal and communication (written & verbal) skills.
- Excellent organizational and time management skills and the ability to manage competing demands, multiple projects and prioritize tasks.
- High-level analytical skills with the ability to interpret complex information and communicate it to a variety of audiences – skills in knowledge translation are an asset.
- Ability to work independently and within a team environment.
- Strong initiative and the ability to complete tasks independently with minimal supervision.

Working Conditions:

- Travel to NAN communities by small aircraft or vehicle.
- Working outside of regular business hours (i.e., weekends and evenings) is occasionally required.
- Packing, lifting, transporting, and setting up materials and event resources outside of the NAN office setting will be required.
- Travel to urban centres to attend meetings, conferences, gatherings, etc.

Responsibilities:

- Operational & strategic department planning, development, coordination, and implementation of one or more projects, initiatives, or functions.

ACCOUNTABILITY:

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

LOCATION OF WORK: Thunder Bay, Ontario

PORTFOLIO: Women's Initiatives

CREATED /LAST UPDATED: May 2023