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**JOB DESCRIPTION****Senior Policy Analyst****Health Policy & Advocacy****SUMMARY:**

The Senior Policy Analyst works within the Department of Health Policy & Advocacy, under the immediate supervision of the Health Policy & Advocacy Director. The Senior Policy Analyst is responsible for supporting the priorities and initiatives of the Health Policy & Advocacy department, as mandated by resolution to the NAN Executive Council by the NAN Chiefs in Assembly.

The Senior Policy Analyst will provide critical analysis of options, based on best practices, and provincial and federal legislation pertaining to health systems transformation, as well as immediate health needs of the NAN territory. The Analyst will liaise with partner organizations, both levels of government, Tribal Councils, and other First Nation organizations to facilitate a cooperative approach to achieving the goals of the organization. The Analyst will provide strategic planning expertise, prepare briefings and updates, and develop position papers for the NAN Executive to consider, as assigned.

**DUTIES:**

- Research, review, monitor and analyze provincial and federal government initiatives, legislation, policy and operational plans which affect the health of members of the Nishnawbe Aski Nation territory.
- Make recommendations and/or provide options and advise on possible impacts within Nishnawbe Aski Nation in the areas of Health Transformation and immediate health priorities.
- Identify potential program funding and initiatives which may assist in achieving the department goals and priorities of the organization.
- Assist in providing strategic planning and evaluation of goals and objectives of the department.
- Maintain strong working relationships with First Nations, regional and national partner organizations, relevant government agencies, and external organizations to promote partnerships to strategically advance the department's initiatives.
- Develop/draft political position papers/statements regarding applicable issues and initiatives.
- Manage departmental initiatives/projects as assigned.
- Attend meetings and draft briefing notes as required.
- Perform other related duties as assigned.

**ACCOUNTABILITY:**

The Senior Policy Analyst is under the direction and supervision of the Director of Health Policy & Advocacy, with further accountability for overall performance to the Chief Administrative Officer. 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.

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## COMPETENCIES AND QUALIFICATIONS:

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### The successful candidate must possess the following education, skills and experience:

The position demands a high degree of organization, multi-tasking and priority setting skills, demonstrated in a fast-paced political atmosphere. Expectations are as follows:

#### Education

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

#### Skills and Experience

- A minimum of 3-5 years' practical experience or a combination of education and relevant experience in providing organizations and/or First Nations with strategic planning and/or policy expertise.
- Extensive knowledge of the broad spectrum of First Nations' issues, priorities 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 no. 9 and no. 5.
- Ability to work with and maintain positive relationships, internally and 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 Cree, Ojibway or OjiCree is considered an asset.
- Demonstrated drive to express initiative and an 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:** Health Policy & Advocacy

**CREATED /LAST UPDATED:** November 6, 2023