

Senior Policy Analyst- 1 year position

Early Years Department

SUMMARY:

As a Senior Policy Analyst, you will assist Early Years Director by conducting research, analyzing, and evaluating policies and procedures of the programs, products, and services related to birth certificate and other vital documents. This includes assessing the impact of potential changes to the operations, customer service, staff training, and legislation.

You will evaluate and identify potential issues related to new initiatives or changes to existing policies and procedures and make recommendations that will provide the best outcomes for NAN First Nation members.

DUTIES:

- Respond to requests for interpretation of, or decisions on policy changes.
- Communicate with Tribal Councils and internal stakeholders to understand current procedures, and possible impacts related to new initiatives and policy changes.
- Work closely with Tribal Councils, internal stakeholders and Ministry of Public and Business Service Delivery to determine the impact of operational changes and strategic initiatives.
- Identify potential issues, conduct research, and perform analysis. Report findings, present recommendations to proposed or existing policies, and assist with developing new policies to address gaps in existing procedures.
- Manage stakeholder buy-in and receive approval from appropriate levels and work to implement approved options.
- Write decision documents, such as business cases, briefing notes, discussion papers, and policy papers for approval by NAN Executive Council. Prepare and coordinate briefing material, reports, and presentations on current issues as required.
- Aid and guide Tribal Councils' and member First Nations in hosting ID clinics as an interim measure.
- Support identified Tribal Council and community leads in managing all phases of a project lifecycle, including analysis, design, training, and delivery of assigned initiatives.
- Work closely with other federal and provincial ministries to determine feasibility of integration of other key documents, such as, status card, Health card, ODSP
- Perform any other duties as required.

OTHER JOB REQUIREMENTS: Driver's license, criminal records check, up to date immunization including Covid

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COMPETENCIES AND QUALIFICATION:

Candidate must possess the following skills and attributes:

Education:

- Degree in Economics, Law, Political Science, Public Administration, Business, Commerce, or a related discipline.
- Courses in project management, evaluation or business analysis is an asset.
- Five years of progressive experience performing analysis including two years of related experience in business/policy research and analysis, project management, program evaluation, and/or policy development and preparing technical documentation for senior management (options papers, analytical reviews, briefing notes, etc.)
- Experience in a leadership capacity is an asset.
- Critical thinking skills to analyze policies and procedures, identify weaknesses or limitations, formulate, and defend positions, and propose innovative solutions.

Experience:

- Demonstrated understanding of and competence in, serving culturally diverse populations, knowledgeable of First Nations' people, history, culture, health priorities and social issues.
- Minimum 5 years work experience with First Nation peoples.
- Ability to develop and maintain collaborative relationships both within NAN and with external partners.
- Experience with First Nations community engagement, community-based research and First Nations decision making processes.
- Excellent interpersonal, communication, advocacy, and organizational skills.
- Experience in program development, implementation, and evaluation.

Knowledge:

- Demonstrated knowledge and understanding of the opportunities, barriers and challenges that impact access to service.
- Ability to identify and analyze key trends and issues and their implications.
- Ability to prepare and deliver high quality written reports and presentations for diverse audiences with the ability to express ideas clearly, concisely, and respectfully.
- Knowledge of policy development and analysis, and process management.
- Knowledge of culture and language of NAN communities.
- Ability to organize and synthesize multiple ideas and complex information.
- Strong attention to detail with excellent assessment skills.
- Ability to develop and maintain positive relationships and demonstrated leadership abilities.
- Fluency in a NAN dialect (Cree, Ojibway, Oji-Cree) an asset.
- Computer literacy including skills in word processing, e-mail, PowerPoint, Excel, Microsoft Office, etc.

Working Conditions:

- Initiative and ability to complete tasks with minimum supervision and manage competing demands in a fast-paced political setting.
- Willing and able to travel to NAN communities.

Responsibilities:

To ensure accountability of work and to meet required deadlines and expectations.

NAN CORPORATE SERVICES

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ACCOUNTABILITY:

The Senior Policy Analyst is under the supervision of the Director of Early Years with overall accountability for performance to the Chief Administrative Officer.

LOCATION OF WORK: 200 Syndicate Avenue South Thunder Bay, Ontario P7E 1C9

PORTFOLIO: Early Years Deputy Grand Chief Anna Betty Achneepineskum

CREATED /LAST UPDATED: January 22, 2024

