

JOB DESCRIPTION

Policy Analyst – Policing and Community Safety

Justice Research and Policy Department

Summary of Duties:

The Policy Analyst provides technical support in policy research, analyzing, and evaluating the efficacy of existing policies and programs and laying out the groundwork for new programs and legislation to meet the goals and objectives of the Chiefs-in-Assembly by way of mandate. The Policy Analyst will work within a multi-disciplinary, collaborative team involving partners from a variety of sectors as well as internal NAN departments, NAN First Nations and Tribal Councils to develop recommendations that will further guide policies and practices supporting NAN individuals, families, and communities.

- **Research:** Conducting research on policing and criminal justice issues, including gathering data, analyzing trends, reviewing literature, reports, and inquests, and identifying relevant case studies or best practices. Collecting data from communities, partners, and interdepartmental team members as required. Researching the historical and cultural factors contributing to the mistrust between First Nations people and police services and exploring successful policing models in other jurisdictions that have effectively addressed similar issues.
- **Analysis:** Using analytical tools and methodologies to assess the effectiveness, impact, and implications of existing or proposed policies. This involves identifying strengths, weaknesses, opportunities, and threats (SWOT analysis) associated with different policy options.
- **Data Collection and Interpretation:** Gathering and interpreting complex data sets and statistics to derive meaningful insights and conclusions. This may involve statistical analysis, data visualization, and other techniques to support evidence-based policy recommendations.
- **Policy Monitoring:** Keeping abreast of developments in policing and the justice sector, including changes in legislation, regulations, funding priorities, and political dynamics. This may involve conducting ongoing analysis and updating stakeholders on emerging trends and implications for policy decisions.
- **Monitoring implementation of recommendations** resulting from inquests, commissions, and various reports to ensure progress is made towards achieving the desired outcomes and that all parties involved remain committed.
- **Policy Development based on goals and objectives of the Chiefs-in-Assembly:** Developing policy proposals, including drafting policy documents, briefing papers, reports, and presentations.
- **Engaging with stakeholders and building relationships** with law enforcement agencies and other stakeholders within the justice system.
- **Advocating for systemic changes** to the justice system that address the root causes of crime and violence in First Nations communities. The analyst will also work with community organizations to build public support for reforms.

- Assisting in logistical planning and implementation for meetings, workplans, activities, workshops and training sessions and objectives related to the program.
- Facilitating program-related meetings and council meetings when required.
- Participating in all meetings at a local, regional and/or national level as requested and attending all organizational meetings as requested.
- Collecting and storing department data in an efficient, organized, and confidential manner and inputting documentation as required through scanning for record keeping in SharePoint.
- Supporting the NAN Chiefs-in-Assembly, and NAN activities as required.
- Adhering to NAN policies, procedures, and protocols.
- Completing all mandatory training assigned.
- Other duties as required.

Other:

- Must have ability to run errands and attend meetings at various locations during working hours.
- This position may require frequent travel at times by car (personal and/or rental) or aircraft. The duration of travel may vary from day trips to multi-day overnight travel.

Cross Training:

- This position must be able to do the following duties when required:
 - Creating agendas and transcribing of minutes.
 - Photocopying, organizing, and preparing materials for meetings.
 - Arranging/approving travel for staff in the department as well as for the delegates.
 - Being the liaison for NAN registration.
 - Booking venues, arranging catering.
 - Completing and/or approving purchase orders, preparing cheque requisitions, honorariums and submitting vendor payments through the HRIS on behalf of the Manager/Director.
 - Correspondence with internal and external partners that attend meetings, conferences, etc.
- Providing routine department training to new staff and acting as the new employee guide as part of onboarding.

Competencies And Qualifications:

Candidate must possess the following skills and attributes:

Education:

University Degree or equivalent combination of education and experience in a related field such as Criminology, Law or Political Science is required.

Credentials:

Not Applicable

Experience:

3-5 years of experience working in policy development, research or other related experience is preferred.

2-3 years of experience working in the justice sector is preferred.

Knowledge:

- Demonstrates a good knowledge in the area of policing and justice policy and research.
- Position demands a pleasant disposition, flexibility, ability to multi-task, organize, problem solve, set priorities, enter data, and communicate effectively.
- Understanding of modern office technologies including word processing software, and basic spreadsheet development.
- Effective written and computer literacy.
- Must be able to respect confidentiality and make sound decisions.
- Must be able to undertake and complete assigned projects and duties independently and effectively.
- Position must be familiar with current community resources.
- General knowledge of methods, techniques, or procedures that are commonly accepted practices within the predominant field of work.
- A good understanding and interest in NAN communities, First Nation organizations and issues, challenges, and current events.
- Thorough knowledge and understanding of Indigenous culture and traditions within the NAN territory and communities.
- Fluency in NAN dialect (Cree, Oji-Cree or Ojibway) an asset.

Effort:

- Light physical effort on a frequent basis with some heavy lifting (up to 40lbs) or moving of materials from time to time.
- Primarily desk work with prolonged sitting.
- Work requires a moderate level of dexterity requiring minimum keyboarding skills.

Working Conditions:

- Mainly working in an office setting with short periods working in a warehouse setting.
- Working within communities, away from home on a frequent basis.
- Travelling in both commercial and smaller aircraft.
- Highway driving may also be required.
- Working with the public .
- Working in various meeting locations as required.

Financial Authority:

This position has the authority to approve up to \$10,000.00.

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Accountability:

This position is under the day-to-day supervision of the department Director with further accountability to the Chief Administrative Officer for overall performance.