

JOB DESCRIPTION

Policy Analyst

Infrastructure and Housing Department

Summary of Duties

The Policy Analyst provides technical support in policy research, analyzing, and evaluating the efficacy of existing federal, provincial and municipal First Nation housing and homelessness policies and programs. The Policy Analyst will work within a multi-disciplinary, collaborative team involving the Chiefs of Ontario, government partners from a variety of sectors as well as internal NAN departments, NAN First Nations, Tribal Councils and First Nation organizations to develop recommendations that will further guide policies and practices supporting NAN individuals, families, and communities. The Policy Analyst will also support the NAN Housing Team in the implementation of the NAN Housing Strategy.

- **Research:** Conduct primary and secondary research on various identified policy issues, including gathering data, analyzing trends, reviewing literature, reports and inquests and identifying relevant case studies or best practices. Collect data from communities, partners, and interdepartmental team members as required and in line with OCAP® principles.
- **Analysis:** Use 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 Interpretation:** Interpret 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.
- **Data Governance:** Support the development of NAN Data Governance processes and procedures by upholding principles of OCAP®. Work with government partners in ensuring OCAP® are respected in the collection and analysis of First Nation housing and homelessness data on- and off-reserve.
- **Policy Monitoring:** Keep informed of developments in relevant policy areas, including changes in legislation, regulations, funding priorities, and political dynamics. This may involve conducting ongoing analysis and updating department management and the NAN Chief's Committee on Housing and Infrastructure on emerging trends and implications for policy decisions.
- **Policy Development:** Draft proposals, policy documents as well as clear and concise briefing papers, letters, memos, reports, and presentations.
- **Negotiation:** Work with department Manager in establishing data sharing agreements with municipalities as well as housing and homelessness service providers.
- **Public Engagement:** Deliver presentations and conduct engagement sessions with NAN communities and government partners.

- Work in a team with Infrastructure and Housing department staff to coordinate strategies, prioritize issues and advocate to government partners on housing and infrastructure needs faced by First Nations within NAN territory.
- Assist in logistical planning and implementation for in meetings, workplans, activities, workshops and training sessions.
- Facilitate project-related meetings and council meetings when required.
- Participate in all meetings at a local, regional and/or national level as requested and attend all organizational meetings as requested.
- Collect and store department data in an efficient, organized, and confidential manner and input documentation as required through scanning for record keeping in SharePoint.
- Support the NAN Chiefs-in-Assembly, and NAN activities as required.
- Adhering to NAN policies, procedures, and protocols.
- Complete 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 minutes.
 - Photocopying, organizing, and preparing materials for meetings.
 - Booking venues, arranging catering and arranging travel.
 - Completing purchase orders and preparing cheque requisitions, honorariums and submitting vendor payments through the HRIS on behalf of the Manager/Director.
 - Correspondence with internal and external partners.

Competencies And Qualifications:

Candidate must possess the following skills and attributes:

Education:

University Degree or equivalent combination of education and experience in a political science, social sciences, business administration or a related field is required.

Experience:

3-5 years of experience working in on- and off-reserve First Nation housing policy development, research or other related experience is preferred.

Knowledge:

- Demonstrates a proficient knowledge in the area of policy analysis 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 proficient 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, Anishininimowin 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.

Accountability

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