

## JOB DESCRIPTION

### Senior Policy Analyst

#### Early Years

#### Summary of Duties

The Senior 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 Senior Policy Analyst will work within 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 primary and secondary research to develop solutions/options for Chiefs to consider as NAN works toward reconciling mandates via resolutions. Research 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.
- **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 Interpretation:** 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 Development:** Collaborating with stakeholders to develop policy proposals, including drafting policy documents, briefing papers, reports, and presentations. This may involve conducting consultations, facilitating meetings, and negotiating compromises among different interest groups.
- **Evaluation:** Monitoring and evaluating the implementation of policies and programs to assess their outcomes and impacts. This includes designing evaluation frameworks, collecting feedback from stakeholders, and making recommendations for improvements or adjustments.
- **Stakeholder Engagement:** Provides strategic policy advisement and coordination with a variety of stakeholders, including governments. Building relationships and collaborating with a diverse range of stakeholders, including government agencies, NAN First Nations, Tribal Councils, non-profit organizations, industry representatives, and community members. This may involve facilitating dialogue, building consensus, and advocating for policy changes.

- Policy Advocacy: Advocating for policy positions or reforms based on the findings of policy analysis. This may involve developing advocacy strategies, mobilizing support from key stakeholders, and engaging in public outreach and education campaigns.
- Policy Monitoring: Keeping abreast of developments in relevant policy areas, 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.
- Assist in logistical planning and implementation for in meetings, workplans, activities, workshops and training sessions and objectives related to the program.
- Seek funding opportunities and prepare various funding applications and proposals when required.
- Support department strategy development and assist with overall department evaluation.
- Facilitating program-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 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 transcribe minutes.
  - Photocopying, organizing, and preparing materials for meetings.
  - Arrange/approving travel for staff in the department as well as for the delegates.
  - Being the liaison for NAN registration.
  - Booking venues, arrange catering.
    - Completing and/or approving purchase orders, preparing cheque reqs, 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.

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- Provide routine department training to new staff and act 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 is required.

### **Credentials:**

Not Applicable

### **Experience:**

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

### Knowledge:

- Broad knowledge, experience and expertise in Policy and Research related to the impact of colonial policies and legislation impacting federal and provincial early years and child care, 1965 Welfare Agreement, citizenship and Treaty Rights.
- Ability to prepare and deliver high quality written reports, Briefing Notes and presentations for diverse audiences.
- Ability to express ideas clearly, concisely and communicate those ideas effectively.
- Initiate and complete tasks/projects with minimum supervision and manage competing demands in a fast paced political setting.
- The flexibility and ability required to multi-task, organize, problem solve, set priorities, analyze data, and communicate effectively.
- Understanding of modern office technologies including word processing software, and basic spreadsheet development.
- Effective written and computer literacy
- Must respect confidentiality and make sound decisions.
- Have intensive knowledge and interest in NAN communities, FN organizations and the issues, challenges, and current events.
- Broad knowledge of methods, techniques, or procedures that are commonly accepted practices within a policy analyst position
- Thorough knowledge, experience and understanding of First Nation 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 \$15,000.00.

## Accountability

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