

JOB DESCRIPTION

Senior Policy Analyst – Community Wellness and Emergency Preparedness

Community Wellness

Summary of Duties

The Senior Policy Analyst – Community Wellness and Emergency Preparedness is responsible for advancing the policy, planning, and response frameworks related to the social well-being of NAN communities, with a focused mandate on emergency preparedness specific to health and social emergencies. This position combines strategic policy development with program coordination, supporting the implementation of culturally appropriate and community-led emergency preparedness plans in partnership with First Nations leadership and partners.

This role provides high-level technical, policy, and strategic advisory support to the Community Wellness department, Chiefs-in-Assembly, and Executive Council through evidence-based recommendations and coordination of key initiatives. The Senior Policy Analyst will work with appropriate internal departments, affiliated organizations, and government partners, supporting both internal structures and NAN First Nations with readiness planning, policy reform, and funding strategies that enhance community safety outcomes during health and social emergencies.

Key Responsibilities

Policy Research, Development & Analysis:

- Lead research and analysis on policy issues related to social emergency preparedness, identifying gaps and opportunities for system-level change.
- Use data, trends, case studies, and community engagement to support evidence-based policy recommendations.
- Apply existing or develop and update strategic frameworks to assess policy effectiveness and emergency readiness in communities.
- Draft high-quality policy documents, proposals, and reports aligned with departmental goals and First Nations mandates.

Strategic Program Oversight:

- Assist in the development and delivery of social emergency preparedness initiatives with NAN First Nations.
- Coordinate internal emergency planning, training sessions, and response protocols in collaboration with the Director and relevant staff, programs and initiatives.
- Support the work of existing frameworks, reports, and program staff to ensure integration of emergency planning.
- Assist communities with service navigation and crisis response coordination.

Community and Stakeholder Engagement:

- Build and maintain strong working relationships with NAN First Nations, Tribal Councils, federal and provincial agencies, and external partners.
- Lead consultations and engagement sessions on social emergency preparedness needs and priorities.
- Represent NAN in meetings, conferences, and collaborative networks focused on social emergency management, and policy reform.

Monitoring, Evaluation & Reporting:

- Develop and implement evaluation frameworks for social emergency preparedness and initiatives.
- Monitor project performance, outcomes, and community feedback to inform continuous improvement.
- Prepare statistical, narrative, and financial reports for internal and external stakeholders, including funders.
- Support data management through secure, organized systems (e.g., SharePoint).

Internal Collaboration & Organizational Support:

- Collaborate with other policy analysts and departments to align social emergency preparedness with NAN's broader health and wellness strategies.
- Participate in debriefs and after-action reviews following emergency activations; contribute to crisis response planning.
- Assist with departmental strategy development, workplan implementation, and evaluation processes.
- Attend NAN Chiefs Assemblies and provide policy updates 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 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.

- 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 in a related field (e.g., public health, emergency management, Indigenous studies, public administration) or equivalent combination of education and experience. IMS Levels 100–400 certification required; instructor status considered an asset. Valid G-Class driver's license.

Credentials:

Not Applicable

Experience:

Minimum 5 years of experience in policy development, emergency preparedness, or health and social programming. Experience working with First Nations communities and a strong understanding of Indigenous governance. Background in grant writing, project evaluation, and cross-jurisdictional collaboration.

Knowledge:

- Understanding of the impacts of colonialism on First Nations health and social systems, and the importance of culturally safe emergency preparedness.
- Knowledge of First Nations emergency funding processes, service structures, and social and health governance.
- Strong research, writing, and communication skills, including the ability to synthesize technical information.
- Proficiency in data analysis, program planning, and modern office technologies (e.g., Word, Excel, SharePoint).
- Strong interpersonal and facilitation skills, with the ability to lead and collaborate effectively across multiple teams and communities.
- Knowledge of NAN First Nations, their unique challenges, and emergency response infrastructure.
- Demonstrates broad knowledge and expertise in Policy and/or Research, or the broader focus of the department.
- 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.
- Broad 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, FN 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 a 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 Program Manager/Director of Community Wellness with further accountability to the Chief Administrative Officer for overall performance.