

JOB DESCRIPTION

Environmental Infrastructure Policy Analyst

Infrastructure, Housing and Emergency Management Department

Summary of Duties

The Environmental Infrastructure Policy Analyst is responsible for the implementation of identified Housing, Infrastructure, Emergency Management, Resource and Environmental priorities and initiatives as mandated by resolution to the NAN Executive Council by the NAN Chiefs in Assembly.

The Environmental Infrastructure Policy Analyst will support the NAN Executive by providing analysis of provincial and federal legislation pertaining to nuclear waste management and its potential impacts on NAN territory and will liaise with other political territorial organizations, both levels of government, Tribal Councils, and other First Nation organizations to facilitate a cooperative approach to achieving the political goals of the organization. Additionally, the Environmental Infrastructure Policy Analyst will provide strategic scheduling, briefings, updates, and position papers to the NAN Executive on selected areas of interest.

- **Research:** Conducting primary and secondary research on environmental and social risks associated with nuclear waste projects and identified policy issues. 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 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.
- **Policy Development based on goals and objectives of the Chiefs-in-Assembly:** Develop policy proposals, including drafting policy documents, briefing papers, reports, and presentations.
- Assist 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.
- Participate in all meetings at a local, regional and/or national level as requested and attend all organizational meetings as requested.

- Monitor program budgets and deliverables to ensure funding agreements are being executed as per the terms.
- 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 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 the 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 transcribe minutes.
 - Photocopying, organizing, and preparing materials for meetings.
 - Arrange travel for staff in the department as well as for 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 or equivalent combination of education and experience in a related field is required.

Credentials:

Not Applicable

Experience:

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

Knowledge:

- Demonstrates sound knowledge in the area of 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, 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, 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.

Accountability

NAN CORPORATE SERVICES

100 Back Street, Unit 200
Thunder Bay, ON P7J 1L2
www.nan.ca

Phone (807) 623-8228
Fax (807) 623-7730
Toll Free 1-800-465-9952

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