

JOB DESCRIPTION

Senior Policy Analyst

(Executive)

Summary of Duties

The Senior Policy Analyst works under the political direction of the Deputy Grand Chief and the day-to-day supervision of the Senior Executive Advisor to conduct policy research on issues affecting NAN First Nations and to provide recommendations for policy development, interpretation, and application. The Senior Policy Analyst will also assist in achieving defined work plans and objectives to support and advance NAN's advocacy positions, interests, and strategies on First Nations-related issues and priorities. Working within a multidisciplinary, collaborative team that includes internal NAN departments, NAN First Nations, and Tribal Councils, this position offers an exciting opportunity for a highly skilled and strategic professional knowledgeable about NAN First Nations.

- Work with department Directors and Policy Analysts as a member of the Executive team.
- Research: Conduct 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: 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 and communicating it in a clear and concise way, ensuring colleagues across the organization understand findings and recognize significance.
- Policy Development: Collaborate 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: Monitor and evaluate 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: Provide strategic policy advisement and coordination with a variety of stakeholders, including governments. Build relationships and collaborate 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: Advocate 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: Keep 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 meetings and workplans.
- Seek funding opportunities and prepare various funding applications and proposals when required.
- Support department strategy development and assist with overall department evaluation.
- 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.
- Adhere 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:
 - Create agendas and transcribe minutes.
 - Photocopy, organize, and prepare materials for meetings.
 - Arrange/approve travel for staff in the department as well as for the delegates.
 - Being the liaison for NAN registration.
 - Book venues and arrange catering.
 - Complete and/or approve purchase orders, prepare cheque requisitions, honorariums and submit vendor payments through the HRIS.
 - Correspond 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:

An undergraduate or post-graduate degree in political science, law, public administration, public policy or a related field of study with 5+ years of relevant senior experience, or an equivalent combination of education and experience in a specific policy area.

Credentials:

Preferred.

Experience:

A minimum of 5 years in policy development, research or other related experience is preferred. A positive working experience with First Nations including significant knowledge and understanding of the issues in First Nations communities is required.

Knowledge:

- 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, resourcefulness, 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 and meet deadlines.
- 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, First Nation organizations and issues, challenges, and current events.
- Thorough knowledge and understanding of First Nations culture and traditions within the NAN territory and communities.
- Fluency in a NAN dialect (Cree, Anishininimowin or Ojibway) is 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 department Manager with further accountability to the Chief Administrative Officer for overall performance.