

JOB DESCRIPTION

Senior Executive Advisor

Political Appointment until September 30, 2027

Summary of Duties

The Senior Executive Advisor works under the Grand Chief to ensure that strategic policy analysis and strategic planning are completed relating to all work under each Executive member. The Senior Executive Advisor will support the NAN Executive by providing analysis of provincial and federal legislation pertaining to the NAN territory and will liaise with other political territorial organizations to facilitate a cooperative approach to achieving the political goals of the organization. Additionally, the Analyst will provide strategic scheduling, briefings, updates and position papers to the NAN Executive on selected areas of interest.

- Identifies potential program funding and initiatives that may assist in achieving the goals and priorities of the Grand Chief.
- Provides strategic planning and evaluating of goals and objectives of the organization's overall strategic vision and key initiatives
- Research, prepare, develop and negotiate funding proposals and applications to advance and promote the strategic initiatives of the organization.
- Maintains strong working relationships with First Nations, regional and national aboriginal organizations, relevant government agencies, external organizations and businesses to promote partnerships to strategically advance the organizations initiatives.
- Research, review, monitor and analyze provincial and federal government initiatives, legislation, policy and operational plans which affect the members of the Nishnawbe Aski Nation, make recommendations/and or options and advise on possible impacts within Nishnawbe Aski Nation.
- Develop/draft political position papers/statements regarding applicable issues.
- Perform other related duties as assigned from time to time.
- Work with other NAN departments for interdepartmental collaboration.
- Prepare briefing notes, presentations, position papers, reports and memos as required.
- Build and maintain positive relationships with internal and external stakeholders, including program staff, communities, and community partners. Collaborate with other departments or organizations to enhance program services and resources.
- Review and summarize high level meeting notes to report back to management as part of de-briefing and/or future planning.
- Collect and store data in an efficient, organized, and confidential manner using SharePoint.
- Support the NAN Chief's assembly, and NAN activities as required.
- Complete all government reporting, when required, related to program initiatives.
- Attending all organizational meetings as requested and 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.

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:

Continuing education may be required to remain current in the field or to maintain professional credentials.

Experience:

5+ years of experience working in an advisory capacity is preferred.

Knowledge:

- Extensive knowledge of the broad spectrum of on-going First Nations issues and systems; as well as the trends, directions and models of delivery and governance that affect First Nations in the NAN territory.
- Must have working knowledge of federal and provincial legislation and interrelationships with the Indian Act and Treaties #9 and #5.
- Ability to work, and to maintain positive working relations, with First Nation communities and organization, including various government agencies and non-governmental organizations.
- 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.
- High level written, analytical research and presentation skills.
- Ability to provide thorough, well composed reports on specific issues within short time limits.
- Composition of detailed letters, policies, or directives where tone and style are important and includes complicated ideas where clarity and precision of language is critical.
- Must be able to respect confidentiality and make sound decisions.
- Must be able to undertake and complete assigned projects and duties independently and effectively.

- Specific knowledge of methods, techniques or procedures that are professional standards of practice in the field of work, requires several years of related work.
- 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.
- Working away from home from time to time.
- Travelling in both commercial and smaller aircrafts.
- Highway driving may also be required.
- Working in high stress and confidential situations on a regular basis.
- Working in various meeting locations as required.

Financial Authority

This position has the authority to approve up to \$15,000.00.

Accountability

While the Senior Executive Advisor will work closely with and receive functional direction from the Grand Chief, they are accountable to and under the immediate supervision of the Chief Administrative Officer.