JOB DESCRIPTION

Policy Analyst

Social Services Strategic Advancement

Summary of Duties

The 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 Policy Analyst will work within multi-disciplinary, collaborative team involving partners from a variety of sectors as well as internal NAN departments, NAN First Nation's, and Tribal Councils to develop recommendations that will further guide policies and practices supporting NAN individuals, families, and communities. The Policy Analyst will be under the supervision of the Social Services Strategic Advancement Manager with further direction provided by the Senior Policy Analyst and Director as required to support NAN communities.

- Research: Conducting primary and secondary research on 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 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 in 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.
- 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 chief's 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 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/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.
- 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 a good 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 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 aircrafts.
- 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

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

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