

JOB DESCRIPTION

Senior Policy Analyst

Health Policy and Advocacy

Summary of Duties

The Senior Policy Analyst provides technical support in policy research, analysis, and evaluation of the efficacy of existing policies and programs while laying out the groundwork for new programs and policy to meet the goals and objectives of the Chiefs-in-Assembly, by way of mandate. The Senior Policy Analyst will work within a multi-disciplinary, collaborative team involving partners from a variety of sectors, as well as internal NAN departments, NAN First Nations, and Tribal Councils, to develop recommendations that will further guide policies and practices supporting NAN individuals, families, and communities.

- Overseeing the work of Policy Analysts as a member of the management team.
- Research: Conducting 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: 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 Development: Collaborating 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 stakeholder groups.
- Evaluation: Monitoring and evaluating 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: Provides strategic policy advisement and coordination with a variety of stakeholders, including governments. Building relationships and collaborating 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: Advocating for policy positions or reforms. This may involve developing advocacy strategies, mobilizing support from key stakeholders, and engaging in public outreach and education campaigns.

- 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.
- Assist in logistical planning and implementation for in meetings, workplans, activities, workshops and training sessions and objectives related to the program.
- Seek funding opportunities and prepare various funding applications and proposals when required.
- Support departmental strategic planning and assist with overall department evaluation.
- 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.
- Support the NAN Chiefs' -in-Assembly, and other NAN activities as required.
- Attend all organization meetings as required and adhere to NAN policies, procedures and protocols.
- Complete all mandatory training as assigned.
- Other duties as required.

Competencies and Qualifications:

Education:

University Degree or equivalent combination of education and experience in a related field is required.

Credentials:

Not Applicable

Experience:

Five (5) years of experience working in policy development, research or other related experience is preferred.

Knowledge and Skills:

- Demonstrates broad knowledge in health and expertise in Policy and/or Research.
- Demonstrates flexibility, the ability to multi-task, organize, problem solve, set priorities, enter data, and communicate effectively both orally and written.
- Computer literacy, including word processing and the Microsoft suite of programs.
- Must demonstrate respect for confidentiality and make sound decisions.
- Must be able to undertake and complete assigned duties independently and effectively.

- A good understanding and interest in NAN communities, FN organizations, as well as issues, challenges, resources, and current events.
- Knowledge and understanding of Indigenous culture and traditions within the NAN territory and communities.
- Fluency in NAN dialect (Cree, Anisininew, or Ojibway) an asset.

Effort:

- Primarily desk work with prolonged sitting.
- Work requires a moderate level of dexterity related to sustained keyboard use.

Working Conditions:

- Work within an office setting.
- Work within member First Nation communities, away from home.
- Travel via motor vehicle and aircraft.
- Highway and city driving may be required.
- Working in various meeting locations as required.

Accountability

This position is under the day-to-day supervision of the Director of Health Policy and Advocacy with further accountability to the Chief Administrative Officer.