

JOB DESCRIPTION

Justice Policy Analyst

SUMMARY:

The Justice Policy Analyst will report to and assist the NAN Deputy Grand Chief responsible for the Justice Portfolio. Policy Analyst duties include, but are not limited to: research, preparation of policy documents, analyzing government legislation, preparing proposals and reports and liaising with other First Nation organizations and third parties regarding a variety of justice issues. The Policy Analyst will act as a special resource and technical advisor to the Deputy Grand Chief.

DUTIES AND RESPONSIBILITIES:

- To assist the Deputy Grand Chief in the performance of his/her function as it relates to the Justice Portfolio and the Implementation Committee.
- To participate in the preparation of policy documents and briefing notes related to justice initiatives in consultation with First Nation and Tribal Council representatives.
- To monitor and analyze federal and provincial legislation, policy and regulations to determine whether they meet the needs of First Nation people in NAN territory. Determine the shortcomings and implications and recommend changes to improve the justice system as it relates to NAN First Nations.
- To provide general administrative support to the Deputy Grand Chief on justice related projects and gatherings throughout the year, ensuring that the Deputy Grand Chief is well prepared and informed for his/her duties on the Justice Portfolio
- To research funding, develop/write funding proposals and coordinate special projects.
- To work collaboratively with relevant consultants to provide direction on research and community consultation.
- To liaise with counterparts in other First Nation and mainstream organizations on justice issues.
- To assist First Nations, Tribal Councils and other affiliated organizations in planning and implementing justice projects and mandates from Chiefs in Assembly.
- To prepare quarterly and annual written activity reports and fulfill budgetary requirements.
- To assist in preparing updates on the status of issues and initiatives for the information of the Executive Council and the NAN Chiefs.
- To travel to various NAN First Nations and urban centres as required.

COMPETENCIES AND QUALIFICATIONS

The position demands an experienced individual with high level facilitation skills, communication skills and independent analysis together with extensive knowledge of NAN justice issues. The academic and skills expectations are as follows:

- 5+ years related work experience
- Bachelor's Degree or Equivalent Experience in a training or related position
- Knowledge of First Nation issues, challenges and delivery models
- Ability to work effectively with others
- Demonstrated presentation skills
- Proven effectiveness in project management
- Ability to work in a close team environment with others
- Ability to work independently and take initiative to meet goals and objectives
- Strong communication skills with proficiency in developing written communications and the development and delivery of oral presentations
- Willing to travel as required
- Ability to speak Ojibwe, Oji-Cree or Cree is an asset

OTHER REQUIREMENTS

Reporting to the Chief Administrative Officer the Justice Policy Analyst is an integral member of the Nishnawbe Aski Nation management team and is expected to effectively represent NAN in matters with First Nations, Tribal Councils, regional and national First Nation organizations and the federal and provincial governments.

ACCOUNTABILITY

The Justice Policy Analyst is accountable to the Chief Administrative Officer for overall performance and to the Senior Policy Analyst for day to day operations.

RATE OF PAY: Salary commensurate with education and experience

LOCATION: Thunder Bay, Ontario

REVISED: March 2019