



JOB OPPORTUNITY

POSITION TITLE: **Policy Analyst**
DEPARTMENT: **Policy and Research**
LOCATION: **Saskatoon**
ACCOUNTABLE TO: **Senior Director of Policy and Research**

The Government

Métis Nation-Saskatchewan (MN-S) represents the political, socio-economic, cultural and educational interests of the province's approximately 80,000 Métis citizens through a representative system based on 12 Regions and approximately 130 Locals, under a Constitution enacted in 1993.

The governance structure includes a four-person Executive and a Cabinet – the "Provincial Métis Council" (PMC) – which is composed of the Executive, elected officials from the 12 Regions plus appointees for Women and Youth.

MN-S was incorporated in 2000 and has worked towards implementing Métis self-government through litigation and strategic partnerships with government. MN-S strives for political, legal and constitutional recognition, and guarantee of the rights of its people, including the right to a land and resource base, self-government and its related institutions.

MN-S represents Métis people in their quest for equitable, socio-economic development within the province of Saskatchewan. This includes but is not limited to: advocating on behalf of Métis citizens; entering into agreements with industry and the federal and provincial governments; accessing resources to carry out projects and activities; acting as the administrative body for its citizenry, and; promoting health and well-being, housing, education, and governance initiatives.

The role of Métis citizens in governance is to establish, amend and enforce the Métis Nation of Saskatchewan Constitution, to organize Métis citizens in their respective communities, and to participate positively in building the Métis Nation.

Overview

It is an exciting time to join the MN-S team as the government prepares for growth and a self-governing future. The Policy and Research unit is looking for a highly-motivated person to assist the government with its policy objectives.

Under the general supervision of the Senior Director of Policy and Research, the Policy Analyst is responsible for research, analysis, formulation, direction, interpretation and implementation on assigned policy, program, legislative or other key issues such as Health, Housing, Education, and Early Learning and Child Care (ELCC). This position will assist in the research of a wide range of subjects and topics related to the mission and vision of the Métis Nation-Saskatchewan government. The Policy Analyst may research, survey and analyze various legislative and policy documents and will be involved in the creation of new legislative and policy instruments. This position will also provide advice on policies, procedures and laws to ensure the

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government operations meet the overarching MN-S direction and requirements that are consistent with the Framework Agreement between the Métis Nation and Canada.

Key Responsibilities:

Policy Research and Analysis

- Conducts and participates in policy research and analysis, assess options and provide recommendations
- Coordinates and prepares policy papers and responses to issues and initiatives across provincial and federal jurisdictions
- Provides advisory and policy support on assigned policy, program, legislative or other key issues such as Health, Housing and other MN-S departments as required on complex policy issues
- Coordinates and prepares proposals for funding, detailed reports, discussion papers, Cabinet papers, action items, briefing notes and materials, speaking points, correspondence, and work plans
- Assesses and evaluates service delivery assessments and performs statistical analysis to inform planning and development
- Monitors work plans and funding arrangements to ensure submission of reports and deliverables
- Maintains positive and productive working relationships as a representative of MN-S, with the Government of Canada, the Government of Saskatchewan and other stakeholders
- Represents MN-S at meetings with government partners and other stakeholders
- Identifies new and emerging policy priorities that impact Métis citizens, are of interest to our member institutions, and provide opportunities for MN-S leadership
- Conducts timely analysis and maintains on-going monitoring of relevant proposed and enacted legislation and regulations on the regional, provincial and federal levels
- Assists the senior management team and other staff, responding to requests and inquiries from MN-S members, agencies and institutions
- Assists the senior management team with the planning and coordination of MN-S assemblies and other meetings
- Assists with the implementation of resolutions passed by MN-S members

Qualifications:

- Honours bachelor degree or, preferably, a master's degree from a recognized university with a background in Indigenous/Aboriginal studies, political science, public policy development/administration, sociology and/or a related discipline and 3-5 years of working experience.
- Candidates with a minimum of a 4-year Honours bachelor degree will be considered with directly-related working experience with Indigenous communities.
- An equivalent combination of education and/or experience may be considered, as long as it directly relates to the essential duties and responsibilities.

Skills:

- Knowledge of Métis Nation's historical, political and legal issues
- Fluency in the Michif language would be an asset

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- Excellent research, analytical, problem-solving and strategic planning skills
- Demonstrated experience in developing and implementing strategic approaches within organizations through effective policy development, collaboration and working partnerships with government, industry and stakeholders
- Knowledge of models of Indigenous/Aboriginal governance, trends, Indigenous/Aboriginal funding programs, legislation and issues facing Métis or Indigenous peoples in Canada
- Knowledge of the Métis and Indigenous/Aboriginal Policy Issues, in particular Health, Housing, Education and ELCC policy or demonstrated ability to quickly acquire and expand their knowledge of Métis-specific matters will be a definite asset
- Demonstrated knowledge and experience in policy and program development, evaluation and strategic planning
- Demonstrated ability to apply research and analysis techniques
- Excellent oral and written communication skills to prepare submissions and present information clearly
- Proven organizational skills, be a self-starter who can work independently and in a team environment that is dedicated to excellence
- Ability to be flexible, and meet new challenges in a demanding and dynamic environment
- Strong interpersonal skills to liaise with MN-S leadership and senior management, government partners and other external stakeholders
- Demonstrated strategic thinking, budget development, financial and project management/leadership skills
- Experience working in a not for profit environment
- Commitment to the organization's learning, training and education
- Knowledge of computer and software to access the Internet as a research tool and to prepare documents using various software programs
- Willingness to work flexible hours and may include evenings and weekends
- Modeling healthy boundaries with empathy and compassion

Required:

- Must undergo a Criminal Record and Vulnerable Sector Check
- Valid Saskatchewan driver's license, reliable transportation, insurance
- Must have completed or willing to complete CPR certification

Please apply by sending your cover letter, resume and salary expectations to Métis Nation - Saskatchewan. Email the documents to hr@mns.work.

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