



## Job Description: Policy Analyst

**POSITION TITLE:** Policy Analyst

**DEPARTMENT:** Policy and Research

**CLASSIFICATION:** MGO-06

**SALARY RANGE:** \$65,000.000 to \$77,681.000 Per Annum

**POSITION TYPE:** Full-time,

**LOCATION:** Saskatoon

**ACCOUNTABLE TO:** Senior Director of Policy and Research

### **Brief Overview:**

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 experience in social justice issues, women's policy, justice, data analysis and Indigenous policy. The Policy Analyst may research, surveys and analyze various legislative and policy documents and the creation of new legislative and policy instruments. This position will also provide advice on policies, procedures and laws to ensure the 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:**

- Conduct and participate in policy research and analysis
- Coordinate and prepare policy papers and responses to issues and initiatives which cut across provincial and federal jurisdictions
- Trained in Gender Based Analysis as well as demonstrated experience in applying the technique in the evaluation of programs and services
- Coordinate and prepare proposals for funding, detailed reports, discussion papers, Cabinet papers, action items, briefing notes &



materials, speaking points, correspondence, and work plans

- Monitor work plans and funding arrangements to ensure submission of reports and deliverables
- Maintain positive and productive working relationships
- Represent the MN–S at meetings with Government partners and other stakeholders
- Assist the senior management team and other staff with expeditiously responding to requests and inquiries from MN–S members, agencies and institutions
- Assist the senior management team with the planning and coordination of MN–S assemblies and other meetings
- Assist with the implementation of resolutions passed by MN–S members
- Responsible for communicating effectively with the senior management team and providing, in a timely and accurate manner, all information necessary for effective and informed decision-making
- Develop and maintain respectful, cooperative working relationships to contribute to the integrated, seamless implementation of services to MN–S citizens
- Ensure accuracy, confidentiality and safekeeping of information and records
- Participate in the preparation of departmental budgets, reports and compliance reporting
- Contribute in the planning, implementation and evaluating of the Framework Agreement
- Support Health and Safety Policy and Procedures, ensuring that all practices and procedures are undertaken in accordance with ensuring a healthy and safe working environment
- Report all health and safety concerns to a representative of the Occupational Health & Safety Committee
- Perform other related duties and responsibilities as assigned

## Qualifications

- Honours Bachelor's 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's 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.
- Experience in Women's Studies, Sociology, Indigenous Studies, and other areas of intersectional studies.
- Trained in Gender Based Analysis and other evaluative techniques with a demonstrated record of using the techniques in policy and program development

#### **Knowledge and skills:**

- Knowledge of Métis Nation historical, political and legal issues
- Trained in Gender Based Analysis as well as demonstrated experience in applying the technique in the evaluation of programs and services
- Fluency in the Michif language would be an asset
- 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 Metis 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 organizations 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

#### **Additional requirements:**

- Valid Saskatchewan driver's license and access reliable transportation
- Must undergo a Criminal Record Check with the Vulnerable Sector
- Please submit resume, references, and cover letter to [hr@mns.work](mailto:hr@mns.work) by **11:59 pm on September 30, 2022.**
- **Due to COVID19 Restrictions all applicants must be able to work remotely in a secure location maintaining client confidentiality. Only candidates selected for an interview will be contacted.**

