



**Job Description:**  
**Policy Analyst Self-Government**

**POSITION TITLE:** Policy Analyst Self-Government

**DEPARTMENT:** Policy and Research

**CLASSIFICATION:** MGO-07

**SALARY RANGE:** \$75,000.000 to \$89,632.000 Per Annum

**POSITION TYPE:** Full-time, Permanent

**LOCATION:** Saskatoon

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

**Brief Overview:**

Under the general supervision of the Senior Director of Policy and Research, Policy Analysts will be responsible for research, analysis, formulation, direction, interpretation, and implementation to support the negotiation and implementation of self-government within Métis Nation–Saskatchewan. Policy Analysts will assist in the research of a wide range of subjects and topics related to the mission and vision of the Métis Nation-Saskatchewan self-government planning. At least one of the positions will have advance skills in data analysis to support the development of funding formulas and agreements with Canada. The Policy Analyst may research, survey, and analyze various legislative and policy documents and to create new legislative and policy instruments, operating within timelines set by the negotiating tables. 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 and other related legislation between the Métis Nation and Canada.

**Key Responsibilities:**

**Policy Research and Analysis**

- Conducts and participates in policy research and analysis, assesses options, and provide recommendations and advice to senior leadership in support Metis Nation–Saskatchewan self-government initiatives



- Work products may include briefing notes, discussion/position papers, reports, funding or other proposals, presentations, correspondence, work plans and speaking points
- Assesses and evaluates various models of funding agreements, collects data in support of developing a model conducive to Métis self-government (Data Analyst position only)
- Monitors work plans and funding arrangements for compliance including reporting and deliverables are met
- Has a depth of understanding of the operations and systems in the Government of Canada, Government of Saskatchewan, and other stakeholders, and maintains positive and productive working relationships as needed
- Represents the 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
- Maintain on-going monitoring of relevant issues, proposed and enacted legislation, and other matters which could have an impact on Métis Nation–Saskatchewan and self-government
- Assists the senior management team and other staff with expeditiously responding to requests and inquiries from MN–S members, agencies, and institutions
- Assists the senior management team and supports the Policy/Research team with the planning and coordination of MN–S assemblies, gatherings, and other meetings
- Assists with the implementation of resolutions passed by MN–S members

### **Communication**

- Assists with communicating effectively with the senior management team and providing, in a timely and accurate manner, all information necessary for effective and informed decision-making
- Promotes and facilitates effective internal communication and cooperation among MN–S staff across various departments or portfolio areas
- Responsible for the preparation of information and documents for external communication relating to gatherings, community engagement and consultation
- Participates in the planning and coordination of community engagement and consultation processes
- Proactively provides information to supervisor on any planning issues and opportunities

### **Administration**



- Reflects and interprets MN–S’s vision, mission, and core values in his/her own work with respect, enthusiasm, and commitment
- Acts in accordance with relevant legislation and MN-S policies, standards, and procedures
- Performs administrative duties as required by the issue areas and department
- Participating in team meetings and other staff meetings as needed
- Develops and maintains respectful, cooperative working relationships across departments or portfolios that contribute to the integrated, seamless implementation of services to MN–S citizens
- Ensures accuracy, confidentiality (privacy) and safekeeping of information and records
- Participates constructively in the supervision process with the immediate supervisor

### **Financial Support**

- Participates in the preparation of departmental budgets, workplans, reports and compliance reporting
- Contributes to the planning, implementation, and evaluation of the Framework Agreement and other related legislation

### **Health and Safety**

- Supports Health and Safety Policy and Procedures, ensuring that all practices and procedures are undertaken in accordance with ensuring a healthy and safe working environment
- Reports all health and safety concerns to a representative of the Occupational Health & Safety Committee
- Takes every reasonable precaution to ensure the safety and well-being of staff, and colleagues

**Performs 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, law, 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 Métis or Indigenous communities
- An equivalent combination of education and/or experience may be considered if it directly relates to the essential duties and responsibilities



## Knowledge and skills:

- Knowledge of Métis Nation historical, political, and legal issues
- Knowledge of Indigenous self-government and associated processes and laws
- Knowledge of funding agreements, funding formulas and data analysis (one position)
- 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 Métis or Indigenous governance, self-government agreements, funding formulas related to comprehensive agreements/self-government agreements, trends, Métis or Indigenous funding programs, legislation and issues facing Métis or Indigenous peoples in Canada
- Knowledge of the Métis and Indigenous 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 across departments or portfolios, government partners and other external stakeholders
- Demonstrated strategic thinking, budget development, financial and project management/leadership skills
- Commitment to life-long 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 respect, 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.**

