



Job Description:

Advisor to Deputy Chief and Senior General Counsel

POSITION TITLE: Advisor to Deputy Chief and Senior General Counsel

DEPARTMENT: Legal Services

CLASSIFICATION: MGO-07

SALARY RANGE: \$75,000.00 to \$89,632.00 Per Annum

POSITION TYPE: Full-time, Permanent

LOCATION: Flexible

ACCOUNTABLE TO: Senior General Counsel

Brief Overview:

Under the general supervision of the Deputy Chief and Senior General Counsel, the Advisor is responsible for research, analysis, formulation, drafting, interpretation and implementation on assigned policy, program, legislative or other key issues. The right candidate may be responsible for research, surveys and analyze various legislative and policy documents and the creation of new legislative and policy instruments. This position will provide advice on policies, procedures, strategy, and communications to ensure the government operations meet the overarching Métis Nation–Saskatchewan (MN–S) direction and requirements that are consistent with the Framework Agreement between the Métis Nation and Canada.

Key Responsibilities:

- Report to the MN–S Senior General Counsel.
- Developing or preparing documents (such as briefing notes, policy analysis, issue analysis, planning documents, presentations, or other written documents) on strategic issues or initiatives.
- Developing or providing strategic advice and recommendations to decision-makers on policy, programs, research, or strategic planning issues/initiatives.
- Building or maintaining collaborative working relationships with stakeholders within or outside the Métis government to advance strategic objectives.
- Supporting various projects involving the analysis of complex strategic and operational issues, with the emphasis on managing self-government information, activities and support the Senior General Counsel.
- Conducting research, analyzing materials, and producing and/or participating in the development of reports and papers.



- Contribute to the preparation of high-quality briefing notes, submissions, briefs, position papers, and presentations.
- Travel as needed to support the Senior General Counsel.
- Administrative support and additional duties as assigned.

Qualifications

- Bachelor's degree or preferably a Master's degree from a recognized university in Business Administration or relevant field 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 2 year diploma will be considered with directly-related working experience with government (communications etc.).
- An equivalent combination of education and/or experience may be considered, as long as it directly relates to the essential duties and responsibilities.

Knowledge and skills:

- Experience working in a government setting.
- Knowledge of Métis Nation historical, political and legal issues
- Excellent research, analytical, problem-solving and strategic planning skills
- 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
- 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
- Knowledge of computer and software to access the Internet as a research tool and to prepare documents using various software programs
- Demonstrates a commitment to a diverse, culturally competent and culturally safe work environment and representative workforce.
- Expert knowledge of administration practices and procedures.
- Ability to plan, prioritize and oversee numerous concurrent projects effectively.
- Strong organizational, analytical, and problem-solving skills.
- Excellent time management skills and ability to multitask and prioritize work.
- Ability to work independently and as part of a team



- Willingness to work flexible hours and may include evenings and weekends

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 by 11:59 pm on February 17, 2023.**

