



## 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:** MN–S Saskatoon Grasswood Office

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

### Brief Overview:

Under the general supervision of the Director of Policy and Research, the Policy Analyst is responsible for research, analysis and implementation on assigned policy, program, legislative or other key issues such as experience in social justice issues, women's policy, justice, data analysis, self-government and Indigenous policy. At its core, the person in this position is a systems thinker with solid skills in research and writing. You work well in a team and will sometimes be in a leading role on a file, at other times in a supporting position. The Policy Analyst will also provide advice on policies, procedures and laws to ensure the government operations to achieve broader Métis Nation–Saskatchewan (MN–S) goals for the government and the Nation.

### Key Responsibilities:

- Conduct and participate in policy research and analysis, and communicate results and recommendations in excellent written and spoken formats as required
- Working with the team, coordinate and prepare policy papers and responses to issues and initiatives which cut across provincial and federal jurisdictions
- 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 based on direction from leadership



- Assist the senior management team and other staff with timely responses 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
- 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

- 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 working experience.
- 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 is an asset.
- Training in Gender Based Analysis and other evaluative techniques with a demonstrated record of using the techniques in policy and program development is an asset.

### Knowledge and skills:

- Knowledge of Métis Nation historical, political and legal issues
- Fluency in the Michif language would be an asset
- Excellent research, analytical, problem-solving, writing 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 Metis and Indigenous/Aboriginal policy issues or demonstrated ability to quickly acquire and expand their knowledge of Métis specific matters will be a definite asset
- Knowledge and experience in policy and program development, evaluation and strategic planning
- Demonstrated ability in 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
- This posting will remain active until a suitable candidate is found
- Please submit resume, references, and cover letter to [hr@mns.work](mailto:hr@mns.work).

**Only candidates selected for an interview will be contacted.**

**Due to COVID-19 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.**

