



## Job Description: Policy Analyst

**POSITION TITLE:** Policy Analyst

**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:** Director of Policy and Research

### Brief Overview:

Métis Nation–Saskatchewan (MN–S) is currently seeking a qualified Policy Analyst to join the team. The Policy Analyst will play a key role in providing leadership and direction for the development of policies and programs that support the goals and objectives of the organization.

This position comes at a key time in the development of Métis government in Saskatchewan, and the successful candidate will be involved in supporting developments in areas such as social justice, women's policy, justice, data analysis, self-government and Indigenous policy. It will involve research and analysis, supporting decisionmaking by elected officials, and helping to build the government. The position will involve significant responsibility in developing and implementing the terms of the self-government treaty negotiations and constitutional reform processes. This is an exciting opportunity to be involved in historic nation-building.

### Key Responsibilities:

- Provide policy analysis and advice to senior management on issues related to MN–S
- Conduct research, analysis and evaluation of policies, programs and initiatives to ensure they are aligned with the strategic priorities of the government
- Develop and implement policies and procedures that support the goals and objectives of the government
- Prepare briefing notes, reports and other materials to support policy



development and decision-making processes

- Monitor and analyze trends and developments in policy and program areas that are relevant to the MN–S
- Collaborate with other departments, stakeholders and partners to ensure the effective implementation of policies and programs
- Represent MN-S at meetings, conferences, and other forums as required
- Provide training and support to staff on policy and program issues as needed
- Perform other duties as assigned by senior management 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
- 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.

### 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 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 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).
- This posting will remain active until a suitable candidate is found.



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

**As the government responsible for advancing rights and interests of Métis people in Saskatchewan, MN–S is committed to increasing the number of Métis employees working for the Nation. Hiring preference will be given to qualified candidates who are Métis or from another Indigenous group.**

