



# Chippewas of the Thames First Nation

320 Chippewa Road, Muncey Ontario N0L 1Y0

Tel: (519) 289-5555 Fax: (519) 289-2230

**Chippewas of the Thames First Nation is accepting applications for the position of:**

## **Policy Analyst**

**Supervisor:** Executive Administrator

**DEPARTMENT:** Administration

**DIRECT REPORTS:** Communications Officer

**POSTING DATE:** September 28, 2021

**CLOSING DATE:** October 20, 2021

**SUMMARY:** The Policy Analyst is responsible for researching and analysing relevant information and data, on a variety of complex First Nation issues. This position will be responsible for providing political support to Chief & Council

**SCOPE:** The Policy Analyst will primarily support Chief and Council with intergovernmental affairs, political advocacy, and advisory role in establishing better governance. This incumbent is also responsible for establishing networks and building effective relationships with national, regional, local, and community First Nation leaders and other experts as appropriate. Additionally, responsibilities will include the coordination and implementation of operational policies, programs and strategies necessary to support the organization's overall plans and objectives.

### **DUTIES AND RESPONSIBILITIES:**

#### **Research/Analysis:**

- Identifies and undertakes research and analysis on specific matters relating to First Nation, Federal and Provincial Governments, as directed by Chief and Council.
- Identifies issues and policy undertakings that require review and action.
- Maintains current knowledge and information on relevant developing trends and significant precedents of First Nation expectations and positions and resolutions effecting COTTFN.
- Rapidly and accurately identifies the strategic implications, key issues, and actions in a variety of complex situations, exercising sound judgment, and providing compelling supporting rationale.
- Provides sound, timely, thorough, well-researched, well-analyzed and accurate policy advice on a variety of complex issues to Chief and Council and Senior Management.
- Propose policy initiatives and the need for actions, recommendations, courses of action, for Chief and Council;
- Compiles information on these issues, prepare analyses of the issues and distribute this information through the organization;
- Reviews proposed federal policy and legislation and internal/external COTTFN policy.



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## **Document Writing/Communications:**

- Writes decision documents for approval, prepare position papers, briefing notes, summary notes, speeches, and speaking notes on required matters.
- Assists with the proposals for funding and manage policy initiatives/programs and budgets, as requested;
- Assists in the research and development of policies and by-laws for the nation;
- Interprets, applies, updates and provides advice regarding existing policies for Senior Managers and other staff
- Receives appropriate approvals and implements approved policies as appropriate.

## **Relationship Building:**

- Establish both formal and informal networks, and relationships to liaise, inform and foster dialogue between COTTfN and with Federal and Provincial agencies.
- Represents upon directive of Chief and Council at various meetings and functions with federal and provincial governments and other organizations.
- Represents COTTfN at meetings, conferences and events and provide presentations on COTTfN policy when required;
- Collaborates with other First Nations organizations to gather knowledge and share information on relevant issues.

## **Advocacy:**

- Participates in the launch and management of COTTfN advocacy strategies related to the COTTfN priorities.
- Participates in environmental scanning, priority setting, advocacy and public communications strategies;
- Works with Directors and staff on government relations and advocacy.

## **QUALIFICATIONS:**

1. A post-secondary degree or diploma in the public administration and governance; social sciences or related discipline; or equivalent combination of education and relevant work experience;
2. Three to five years of experience researching Indigenous policies;
3. Must demonstrate work history related to Indigenous organizations and have experience working with government departments;
4. Must have excellent written and verbal communications skills;
5. Strategic and critical thinking is essential;
6. Must have excellent analytical and problem-solving skills;
7. Must have a good working knowledge of the community culture, customs, and a thorough understanding of the issues facing the community;
8. Knowledge of the Canadian political structure of all levels of government (federal/provincial/First Nations);
9. Sound judgment and good work ethic;

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10. Ability to concentrate for extended periods and attention to detail;
11. Works well both in a team environment and independently;
12. Computer literate (including Microsoft Word, Excel, , electronic communication tools, such as Microsoft Outlook,);
13. Good time management skills, along with the ability to prioritize daily tasks; strong organizational skills, and effective decision-making abilities.
14. A registered member of a First Nation as per Section 16(1) of the Human Rights Act is preferred.

## **KNOWLEDGE:**

- Knowledge and experience in policy analysis;
- Good working knowledge of the community and pressing issues;
- Broad knowledge of government policy process and experience dealing with government officials;
- Understanding of research processes;
- Knowledge and experience in conducting legal and regulatory research regarding all applicable domestic laws;

## **SKILLS:**

- Excellent written and verbal communications skills;
- Excellent analytical, research and problem-solving skills;
- Sound judgment based upon comprehensive research;
- Attention to detail;
- Computer literate in MS Office;
- Strong time management and organizational skills;

\*Hiring of Indigenous people will be given preference, please identify

Interested applicants must submit a cover letter,  
resume, photocopies of education and training certificates,  
three work related references.

**Briar Banks, Human Resource Manager,**

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