



Governance Policy Analyst

Be a part of the change!

Newly created role, strategic focus for future change.

Posting Date: July 22, 2022
Location: Nipissing First Nation
Schedule: Standard Work Week
Job type: Full-time, permanent
Vacancies: 1
Reports To: Governance Manager

The Governance Policy Analyst is an exciting and strategic new role with Nipissing First Nation and will be responsible for examining the efficacy of existing NFN policies and laying out the groundwork for new policies, supporting program design and new NFN laws to meet the objectives and goals of the Chief and Council as directed by the Governance Manager and Chief Executive Officer.

What you'll do in the role

- Support the Governance Manager in the effective and efficient administration of Nipissing First Nation Governance Unit.
- Review, amend and proposing suggestions to improve the existing policies
- Provide analysis of benefits, risks and challenges related to proposed policy and propose changes
- Collect, analyze and prepare strategic and statistical reports using both qualitative and quantitative analysis
- Support and contribute to the development budgets and workplans for the Governance unit.
- Ensure administration of governance agreements
- Represent NFN as technical liaison government agencies
- Assist in the development and monitoring of NFN department evaluation and performance indicators
- Support the Nipissing First Nation strategic plan and to ensure effective communication of changes that result from new laws and policies
- Support the effective coordination and administration of Governance and Citizenship (Debendaagziwaad) advisory and ad-hoc committees
- Ensure ongoing evaluation, improvement and implementation of the Governance Workplan
- Work with Governance Manager to identify and pursue improvement and evaluation opportunities
- Assist with in the development of core governance laws and policies
- Monitors external Indigenous governance initiatives and participates
- Work closely with NFN staff and the Debendaagziwaad for the development of policy goals and objectives
- Identify legal flaws in policies and recommend amendments as required
- Analyzes government and market trends and conditions that support strategic planning and decision-making processes



Employment Opportunity

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance
- Casual dress
- Above average vacation and leave packages

What you bring to the table

- Demonstrates understanding and knowledge of Nipissing First Nation governance, administration and general issues of concern to Indigenous people.
- Respect for Indigenous culture and willingness to learn Ojibwe
- Postsecondary degree in a relevant field (Indigenous Studies, Political Science, Business Administration, Public Administration, etc.).
- Minimum of three (3) years of experience in a related field.
- Proven experience in project management, conducting research and analysis including synthesizing information, preparing clear briefings, provide supporting information of decision processes, facilitating meetings and delivering presentations
- Able to communicate effectively and diplomatically, both verbally and in writing
- Demonstrated financial, administration, human resource, program delivery, project management and conflict resolution skills
- Knowledge of First Nation reporting requirements and sound knowledge of First Nation programs and services
- Proven strong organization skills
- Experience in creating and managing a budget
- Strong working knowledge of Microsoft Office Software Suite
- Exhibits a high degree of initiative, self-direction and time management
- Provide a current Criminal Reference Check prior to employment

Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions. Work experience and training opportunities are taken into consideration when screening applications.

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

August 5, 2022 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- If no suitable candidate is found, the process will proceed to Stage Two.

August 12, 2022 - 2nd Round



Employment Opportunity

- If Opportunities are open to spouses of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application.
- If no suitable candidate is found, the process will proceed to Stage Three.

August 19, 2022 - 3rd Round

- Opportunities are open to all applicants (status and non-status).
- The posting will be open until filled.

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.

Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.