



EMPLOYMENT OPPORTUNITY

Governance Policy Analyst

Department: Administration

Posting Date: January 24, 2025

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Permanent – Full Time

Vacancies: 1

New or Existing Position: New

Reports To: Manager, Governance

Starting Salary: \$ 62,080.20

The Governance Policy Analyst will work with the Governance Manager and other staff to review NFN policies with a goal of developing efficient and more effective policies that align with NFN overall strategic goals. In addition, the Governance Policy Analyst will support in the development of good governance practices that will support NFN's strategic plans and overall goals.

What you'll do in the role

- Assist with the development of core governance laws and policies
- Review, amend and propose suggestions to improve existing NFN policies
- Provide analysis of benefits, risks and challenges related to proposed policies and proposed amendments
- Work closely with NFN staff and the Debendaagziwaad for the development of policy goals and objectives
- Ensure effective communication of changes that result from new laws and policies or amendments of policies and laws
- Collect, analyze and prepare strategic and statistical reports using both qualitative and quantitative analysis.
- Work with the Governance Manager to ensure ongoing evaluation, improvement and implementation of the Governance work plan
- Support the Governance Manager in the development of the Governance Department Strategic Plan
- Coordinate the Citizenship Committee meetings and materials
- Coordinate supporting resources and resource people
- Take minutes of all committee meetings
- Collect, analyze and prepare strategic and statistical reports using both qualitative and quantitative analysis as requested by the Committee

Just a few reasons to join Nipissing First Nation

Governance Policy Analyst

- 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.
- Casual dress
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Better than average vacation and leave packages.
- A defined contribution pension plan

What you bring to the table

- Respect for indigenous culture and willingness to learn Ojibwe.
- Must have a Post-Secondary Education in Public Policy, Political Science, Law, Business Administration, Indigenous Studies or a related field.
- Must have a minimum of 3 years of experience in governance, policy analysis, or a related field.
- Strong knowledge of governance best practices, regulatory frameworks, and risk management.
- Excellent analytical, research, and problem-solving skills.
- Ability to synthesize complex information into clear, actionable recommendations.
- Strong written and verbal communication skills.
- Familiarity with relevant legal, regulatory, and ethical standards in governance.
- Proficient in Microsoft Office Suite and policy analysis software.
- Attention to detail and ability to work independently with minimal supervision.
- Strong policy analysis, research and analytical skills.
- Strong Project management and Community Engagement skills.

APPLICATION DEADLINES:

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

Closing - 1st Round February 7th ,2025

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

Closing - 2nd Round February 14th, 2025



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Governance Policy Analyst

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

Closing - 3rd Round February 21st ,2025

- 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.*

Are you a member of NFN? If so, please read below:

- ✓ 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.
- ✓ 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.