



## EMPLOYMENT OPPORTUNITY

### Senior Policy Analyst

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Department: Governance

Posting Date: June 27, 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: Director of Governance

Salary Range: \$63,336.00 – \$83,556.20

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The Senior Policy Analyst is responsible for examining the efficiency 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 Director of Governance and Chief Executive Officer.

#### **What you'll do in the role**

- Analyze, review, and improve existing NFN policies and laws, and support the development of new policies that enhance organizational effectiveness.
- Conduct qualitative and quantitative research to support policy development and Council decision-making.
- Develop and present briefing notes, policy options, and statistical reports.
- Ensure effective communication of changes that result from new laws and policies or amendments of policies and laws
- Support the internal Policy Committee through preparing meeting agendas, upcoming policy amendments or new policies for review, and working with applicable departments.
- Lead the coordination and administrative support for the Citizenship Law development in collaboration with the ad hoc Citizenship Committee.
- Provide oversight, mentoring, and guidance to Junior Policy Analysts.
- Assist in the development of departmental budgets, governance work plans, and strategic planning for the Governance Department.
- Support and participate in community engagement processes, ensuring policies are informed by the voices and values of the Debendaagziwaad and broader community.
- Represent NFN in communications with external organizations when required.

#### **Just a few reasons to join Nipissing First Nation**

- Opportunity to work with a dynamic team with career growth across multiple departments.

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

### What you bring to the table

- Must have Degree in Public Policy, Political Science, Business Administration, Public Administration, Law, or Indigenous Studies
- Must have Minimum 3 years of experience in policy analysis or related work
- Strong skills in policy analysis, research, project management, and communication
- Experience supervising or mentoring junior staff
- Knowledge of Nipissing First Nation governance structures and policies is an asset
- Ability to work independently and collaboratively with diverse stakeholders
- Strong understanding of Indigenous governance, legal, and cultural contexts
- Comfortable using Microsoft Office, email, virtual collaboration tools, and project management platforms.
- Respect for indigenous culture and willingness to learn Ojibwe.

### APPLICATION DEADLINES:

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

#### **Closing July 11, 2025 - 1st Round**

- 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 July 18, 2025 - 2nd Round**

- 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 July 25, 2025 - 3rd Round**

- Opportunities are open to all applicants (status and non-status)



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- 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](mailto: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.**