



Native Council of PEI

Job Posting – Policy Analyst

Job Title:	Policy Analyst	Position Type:	Full Time
Location:	Charlottetown	Travel Required:	Travel Required
Wage:	\$25 per hour	Hours Per Week:	37.5
HR Contact:	humanresources@ncpei.com	Date Posted:	Date Posted
Website:	http://ncpei.com/employment/	End Date:	Competition will remain open until position is filled.

Applications Accepted By:

FAX OR EMAIL: RESUME AND COVER LETTER

Attention Human Resources-Subject Line- Policy Analyst -Fax Number-(902)368-7464 Email- humanresources@ncpei.com

Job Description

POSITION SUMMARY:

The Policy Analyst will work to research issues surrounding NCPEI's priority tables of language, post-secondary education, and family programming. The Policy Analyst will work collaboratively with other policy analysts as well as the President and Chief, sharing information through regular meetings.

ROLE AND RESPONSIBILITIES

- Conduct focused research on specified area of interest identify gaps, barriers, or opportunities from their initial research to develop initial policy positions aligned to support federal mandates.
- Work with political staff for final review of policy positions and reports.
- Submit policy positions and reports to Minister departments and establish lines of communication for feedback.
- Work together to facilitate a community workshop to gather community feedback on each of the subject areas.
- Use community feedback to update and create policy positions.
- Build upon established relationships to Minister departments and align future policies and reports to the department's mandate, direction, and feedback.
- Establish process with Minister departments to provide more timely and intermittent reporting.
- Use approved policy positions to inform any relevant initiatives, discussions, meetings, conferences, etc.
- Present policy positions to political staff of NCPEI for review.
- Work collaboratively with other Policy Analysts to combine all policy positions, research, reports, community consultations and any other relevant document into a final subject area binder.
- Prepare monthly, quarterly, and yearly reports on the program.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor of Arts in Political Studies, Economics, Business Administration or equivalent
- Ability to create high-level policy documents and presentations.
- Demonstrated experience as it pertains to responsibilities listed.
- Ability to network and collaborate with Governments and NGO's.
- Highly motivated, creative and able to work with minimal supervision.
- Efficient in time management and experience in meeting tight deadlines.
- Working knowledge of the history relating to Indigenous peoples in Canada considered an asset.
- Criminal Record Check clearance.

*** Only those candidates chosen for an interview will be contacted.**

As per section 16(1) of the Canadian Human Rights Act: Preference will be given to persons of Indigenous ancestry.