



EMPLOYMENT OPPORTUNITY

Intergovernmental Senior Policy Analyst

The Okanagan Nation Alliance (ONA) is the Tribal Council for the eight member communities of the Okanagan Nation which includes Osoyoos Indian Band, Upper Nicola Band, Upper and Lower Similkameen Indian Bands, Penticton Indian Band, Westbank First Nation, Okanagan Indian Band and the Colville Confederated Tribes of the Northern WA state. The ONA's mandate is to advance, assert, support and preserve Okanagan Nation title and rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

The ONA is seeking to employ a skilled and experienced Intergovernmental Senior Policy Analyst. Reporting to the Okanagan Nation Alliance Executive Director, the position holder is responsible for policy research and analysis, to support the strategic direction for the ongoing development of Syilx Nation based initiatives. Other critical deliverables include the preparation of documentation including policy papers, briefing notes, position papers, project proposals, work plan reports and information packages.

Key Responsibilities

Policy Research and Analysis

1. Undertake policy and issue analysis, synthesize and interpret information and develop recommendations with supporting information, to engage the ONA in identifying issues and opportunities.
2. Coordinate strategic activities and research as they relate to the Chief Executive Council priorities.
3. Assess existing policies to support further policy development.
4. Research and collect data, evidence and information from various sources to support policy and program development.
5. Analyze and evaluate policy/program information and data, identify issues and trends, and prepare analytical and statistical reports.
6. Prepare a range of draft thematic analyses and policy/program reports.
7. Consult and solicit input on policies with ONA communities, partners, and external stakeholders.
8. Provide support to working groups involved in reviewing and developing policies.
9. Ensure alignment between policy, research, government initiatives and ONA policy, wherever appropriate, and support advocacy for change in policy at all levels to meet the needs of the ONA and CEC.
10. Monitor and track research, publications, policy and political developments related to title and rights issues and ensures information is provided to the relevant recipients.

11. Research to produce briefing notes, backgrounders, discussion papers and presentations, including interpretation of policy and the preparation and delivery of presentations as directed.
12. Produce policy-related literature reviews and environmental scans.
13. Monitor political, social economic, cultural and legislative developments for their impacts on ONA communities.
14. Conduct policy-related research, community consultations, interviews, focus groups, and compile statistical information, in accordance with ONA appropriate methodologies.
15. Maintain up to date resources, data bases and bibliographies as they relate to policy and research.

Strategic and Policy Technical Expertise

1. Network and promote positive inter-agency relations with a broad range of partners at all levels of government for the purposes of strategizing, advocating for increased access to equitable services and support the Policy and Legal team as well as CEC priorities.
2. Provide policy expertise, advice and support to the Policy and Legal team, Executive Director and the elected leaders.
3. Act as the conduit between the ED, NRC, CEC and the ONA's intergovernmental affairs function, ensuring appropriate presentation of policy information and representation of respective positions, direction/directives and recommendations. This may include attending CEC or NRC meetings.
4. Provide policy advice and support to the ONA Technical Reps sitting at regional or provincial tables, including writing summary documents and policy reports.
5. Strategize on, attend and actively participate in regional, and/or provincial committees and initiatives, representing the ONA with policy expertise and supporting the ONA elected leaders as required.
6. Support the Policy Legal team and ONA Executive Director with policy analysis to enable discussions with Ministers and Deputy Ministers and senior officials of various Ministries including, Global Affairs, Forests, Lands, Natural Resource Operations and Rural Development, Energy, Mines and Petroleum Resources, etc.
7. In relation to policy-related initiatives, assume the role of project manager, ensuring the planning, implementation, monitoring/controlling and evaluation components are all effectively completed. This will include the monitoring of deliverables and key priorities on CEC priority files.

Administration

1. In collaboration with the CEC Policy and Legal team, contribute to the development of ONA negotiation frameworks and strategic plans (i.e. Water, Wildlife, Forestry, Fisheries and Title and Rights issues).
2. Provide technical support the ONA Executive Director, CEC and Policy Legal Team with nation based initiatives.
3. Assist in preparing policy positions, discussion papers, intergovernmental strategies and associated briefing and research material.
4. Assist in the writing of funding and grant proposals.
5. Other duties as appropriate and required for this position.

Qualifications Knowledge, Skills and Abilities

The position will require the following Qualifications Knowledge, Skills and Abilities:

Qualifications

1. Minimum of a Bachelor degree related to Indigenous Governance, Political Science, Economics, Natural Resources or Environmental Science (a post-graduate degree is preferred).
2. Minimum of five years of related policy, research and analytical experience, preferably in a First Nations setting.

Knowledge, Skills and Abilities

1. Working knowledge of Indigenous Governance, including an understanding of the legal landscape within economic, social and environmental environments, and determinants of ecosystem health.
2. Working knowledge of federal/provincial legislation, policies, and processes.
3. Working knowledge of inter-relationships between the province, municipalities, Indigenous governments and organizations.
4. Working knowledge of research and survey methods.
5. Demonstrated knowledge of program and policy development principles and government policy-making processes.
6. Well developed conflict resolution, interpersonal and advocacy skills.
7. Knowledge and experience of group process and facilitation techniques.
8. Well developed conceptual and critical thinking skills.
9. Ability to research, analyze and translate qualitative and quantitative data into information for decision making.
10. Superior critical thinking and the ability to support problem solving and the ability to generate ideas and solutions.
11. Experience conducting ongoing environmental scans and literature reviews, preferably in a natural resources setting.
12. Strong ability to write clearly and concisely to produce various types of written material for diverse audiences (e.g. briefing notes, backgrounders, presentations, discussion papers).
13. Excellent interpersonal skills for interacting with project work groups made up of individuals from different professional backgrounds, as well as internal and external stakeholders.
14. Experience in managing complex initiatives with an ability to independent thinking, self motivation and ability to collaborate within a team environment.
15. Ability to take initiative and ensure critical issues are addressed appropriately; self-directed with strong collaborative skills.
16. Proficient computer skills for word processing, reports and presentations preparations, MS Office suite.
17. Demonstrated organizational and time management skills.
18. Must have the ability to foster effective working relationships, internally and externally.
19. Aboriginal ancestry is preferred.
20. Flexible work hours/willingness to work on evenings and weekend.
21. A reliable vehicle and a valid BC Drivers License are required.

Application Procedures: Interested candidates are invited to send a current resume and covering letter to:

David Leroux, Human Resources Manager

Okanagan Nation Alliance
101- 3535 Old Okanagan Hwy
Westbank, BC V4T 3L7
Email: dleroux@syilx.org Fax: (250) 707-0166

COMPETITION POSTED UNTIL FILLED.

Thank you for your interest, **No Phone Calls Please** only those short-listed will be contacted.

