



Governance & Engagement Policy Analyst JOB POSTING

Title	Governance & Engagement Policy Analyst	Date	
Position Number		Grade	
Reports to	Gitanmaax Chief & Council	Reports to	
Union/Non-Union	Non-Union	Position Status	Contract/Term
Organization	Gitanmaax Band	Location	Hazelton/Remote

PURPOSE AND KEY FOCUS:

Reporting directly to the Gitanmaax Band Chief and Council, the Governance and Engagement Policy Analyst is responsible for supporting to the Gitanmaax Band Council in all governance, community engagement and policy development activities. The position is responsible for analyzing internal processes and systems as well as researching and recommending policy and process changes in areas of governance, financial management, human resources and administration and other areas as assigned. The development of a consultative process is a key requirement as identified through the Gitanmaax Band Strategic Plan.

JOB SUMMARY

The Governance and Engagement Policy Analyst will conduct research, analyze and develop proposed policies and evaluate existing policies to identify areas that require improvement and how proposed changes will affect the operations of the Gitanmaax Band Council. The policy analyst will seek input from subject matter experts and ensure that Gitanmaax Band Council policies are consistent with all relevant regulatory and/or legislative requirements. In addition, the Governance and Engagement Policy Analyst will recommend and support the best and efficient approaches for by-law development that is consistent with a transparent framework for decision making.

The Policy Analyst will lead all governance and engagement and policy work alongside the Gitanmaax Band Chief and Council to support the implementation of the Gitanmaax Band Strategic Plan that pertains to Governance, Engagement and Policy Development.

REPORTING STRUCTURE

Reports to the Gitanmaax Band Chief and Council



JOB DUTIES AND RESPONSIBILITIES

- Conduct research and analyze data in numerous subject areas including but not limited to Health and Safety, Employee Relations, Governance, Financial Management, Technology, Communications, Procurement and Contracting, Fleet Management, etc...
- Review and analyze current draft and approved policies and by-laws
- Create new policies and by-laws consistent with the Gitanmaax Band Council Strategic Plan
- Collaborate with Senior Staff to identify gaps in the Gitanmaax Band's systems and processes
- Collaborate with the Gitanmaax Band Chief and Council to identify gaps in the Gitanmaax Band's systems and processes.
- Develop and manage a singular database system for policy development, approval and consultation
- Coordinate and provide implementation support to recommended changes to existing policies once they are approved
- Participate in and/or lead efforts to build the internal capacity of the Gitanmaax Band to promote equity and transparency
- Lead the planning and preparation of Gitanmaax Band Council meetings, meeting agendas and meeting kits, committee and pillar meetings, inclusive of calendar invites and zoom/telephone conference arrangements
- Research background material and prepare briefing notes to facilitate evidence based decision making by the Gitanmaax Chief and Council.
- Lead the planning and coordination of governance and engagement community meetings, inclusive of advertising, agendas, in-person and virtual participation opportunities and writing of summary reports for said meetings for Gitanmaax Chief and Council.
- Identify and initiate relationship management with stakeholders with Gitanmaax Chief and Council.
- Attends with the Elected Chief, virtually, BCAFN, AFN, UBCIC, First Nations Summit meetings for the purpose writing a summary report to be presented to Council.
- Responsible for tracking Federal and Provincial policy development in all sectors that would affect the governance and members of the Gitanmaax Band, and makes recommendations to Chief and Council on when and where Gitanmaax Chief and Council would need to take a position and/or make a public statement.
- Facilitates the discussion of public and/or community inquiries with the Gitanmaax Chief and Council
- Assist the organization with implementing changes in policies and procedures to ensure there is a smooth transition
- Participate in community events as requested
- Other duties as required

ADMINISTRATIVE DUTIES

- Provide basic administrative support to the Gitanmaax Band Chief and Council
- Manage a policy and by-law tracking system
- Liaison with Gitanmaax Band Chief and Council
- Develop and maintain Gitanmaax Band policies and procedures for all departments



- Liaises with the departments in the preparation of the departmental communications plans and related materials to ensure comprehension and awareness of communication strategy
- Provide community access to all documents approved by Chief and Council
- Manages the Chief and Council calendar as it relates to regular council meetings and external governance meetings where Gitanmaax Chief and Council should be attending if it relates to intergovernmental relations that will have an effect on Gitanmaax Band membership

QUALIFICATIONS

Education

- University Degree in Public Policy, Political Science or Public Sector Management
- Valid BC Drivers' License, Class 5 and a reliable vehicle
- An equivalent combination of education and experience may be considered

Experience

- Recent, relevant and significant experience in First Nations community, nation and regional engagement (usually acquired over a period of eight or more years)
- Experience working with First Nations/Aboriginal people at a community and/or political level including work in the area of community engagement and/or community development
- Experience working with the Federal and Provincial government and Provincial and Federal First Nations Leadership bodies

Competencies

- **Analysis** – synthesizes, assesses and analyzes large volumes of information and applies strategic and tactical thinking, including the ability to understand multiple perspectives, to develop proposed frameworks, approaches, recommendations with minimal supervision
- **Adaptability** – adapts to changing work environments, work priorities and organizational needs. Able to effectively deal with change and diverse people
- **Awareness** – thorough knowledge of the current First Nations Governance Landscape both Provincially and Nationally
- **Communication** – strong written and oral communication skills. Expresses ideas succinctly and effectively. Organizes and delivers information appropriately. Listens actively
- **Decision Making** – uses sound judgement to make good decisions based on information gathered and analyzed. Considers all pertinent facts and alternatives before deciding or recommending the most appropriate actions. Commits to decisions
- **Initiative** – takes action to influence events. Generates ideas for improvement, takes advantage of opportunities, suggests innovations, does more than required
- **Integrity** – shares complete and accurate information. Maintains confidentiality of highly sensitive information. Adheres to organizational policies. Meets own commitments
- **Motivation** – displays energy and enthusiasm in approaching the job. Commits to putting in additional effort. Maintains high level of productivity. Self-directed



- **Operations** – ability to provide senior level support in governance, engagement and policy development, including supporting the Gitanmaax Chief and Council in addressing issues and concerns
- **Planning/Organization** – proactively plans and organizes tasks and work responsibilities to achieve objectives. Sets priorities and schedules activities. Allocations and uses resources properly
- **Problem Solving** – analyzes a problem by gathering and organizing all relevant information. Identifies cause and effect relationships. Comes up with appropriate recommendations for solutions
- **Reliability** – Takes personal responsibility for job performance. Completes work in a timely and consistent manner. Sticks to commitments and reports back on status of assigned tasks
- **Stress Tolerance** – displays emotional resilience and the ability to withstand pressure on an on-going basis. Deals with difficult situations while maintaining performance and professionalism. Seeks support from others when necessary. Uses appropriate coping techniques
- **Teamwork / Collaboration** – strong interpersonal skills. Interacts with people effectively. Able and willing to share and receive information. Collaborates within the group and across groups. Supports group decisions. Puts group goals ahead of own goals
- **Work Standards** – sets and maintains high professional and performance standards. Pays close attention to detail, accuracy, quality and ensures follow through
- **Physical ability** to perform the duties of the position

**To apply please send a covering letter by mail, fax, or email, together
with a full resume and two (2) current references to:**

Gitanmaax Band Council
4240 Field Street
PO Box 440
Hazelton, B.C. V0J 1Y0
Fax: 250-842-6364
Email: info@gitanmaax.com

CLOSING DATE: February 3, 2022 @ 12:00 Noon