



Position Title: Policy Analyst

Job Type: Negotiable – Contract, Part-Time, or Full-Time

Reports to: BCACCS Policy Lead (Senior Policy Analyst)

Salary Range: Up to 75,000.00 (commensurate with qualifications)

Location: Flexible

The Policy Analyst, employed by the BC Aboriginal Child Care Society, will work as part of the Secretariat team supporting the Partnership and Directors Forums. The Secretariat is a growing team of professionals includes Administrative, Communications, Policy Analyst, and Records Management staff. The two posted positions are temporary through the end of March 2019 while a long-term plan is developed to sustain the Secretariat. Current Delegated Aboriginal Agency employees with a passion for policy reform are encouraged to seek a temporary assignment (secondment) to these positions.

The Policy Analyst, under the direction of the Senior Policy Analyst, will support and inform Delegated Aboriginal Agencies in response to the commitment by the provincial and federal governments in reforming First Nations/Indigenous Child and Family Services. The Policy Analyst will contribute to this crucial work through research and analysis supporting the work of the Partnership Forum, the Directors Forum, the Directors Forum Executive, and the Partnership Planning Committee.

The Policy Analyst as part of Secretariat will provide support across four domains of service to the Directors Forum and the Partnership Forum:

- Governance support to the Directors and Partnership Forums
- Engagement with Delegated Aboriginal Agencies on initiatives identified by the Directors and Partnership Forums
- Research on initiatives identified by the Directors and Partnership Forums
- Resource Support to the Directors and Partnership Forums

## **JOB OVERVIEW**

The Policy Analyst will support the implementation of the Partnership Forum Strategic Plan and the Secretariat's Work Plan. The Policy Analyst will perform work tasks assigned by the Senior Policy Analyst.

The Policy Analyst functions with a high degree of independence and operates in an environment where there is significant interaction with stakeholders, including communities and First Nations, Métis, and Urban Aboriginal children and family services agencies. The position includes research, analysis, development, implementation, and communication of policy and procedure development. The Policy Analyst will participate in a wide variety of policy/research tables to support and monitor implementation of new policy, programs and initiatives. This further contributes to the development, establishment, delivery, and communication of a comprehensive policy framework to support the effective and efficient determination of Indigenous Child and Family Service reform, supporting ongoing capacity building of First Nations Child and Family Service (FNCFS) agencies. The information the policy analyst provides will support and inform Delegated Aboriginal Agencies (DAAs).

## ACCOUNTABILITIES

- Reports to the Policy Lead (Senior Policy Analyst) of the BC Aboriginal Child Care Society
- Receives work assignments and day to day direction from the Policy Lead
- Analyzes and identifies issues associated with program objectives, assesses competing and/or conflicting priorities, identifies risks and issues, and recommends strategic policy alternatives or significant changes to program operations
- Supports the development of policy frameworks for the translation of priorities into viable policy options
- Conducts issues management by identifying emerging issues of major significance and advising and preparing recommendations for response
- Provides advice and recommendations in support of ongoing community development
- Supports the review of existing agency, partnership, or government protocols as needed relating to the FNCFS Program
- Participates in MCFD and ISC policy committees and working groups as assigned by the senior policy analyst

## JOB REQUIREMENTS

- Degree in social work, public administration, business administration, law, economics, social sciences, or equivalent
- Three years of experience working in Aboriginal child and family services organization
- Experience in conceptualizing, analyzing, investigating, and reporting on a wide variety of issues
- Experience in the development of legislation, regulation, and policy preferred
- Experience conducting research preferred
- Familiarity with Delegated Aboriginal child and family services agencies preferred
- Successful completion of security screening requirements, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required by the First Nations Directors' Forum

## BEHAVIOURAL COMPETENCIES

- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation.
- **Building a Trusting Relationship** is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include agencies, colleagues, etc.
- **Aboriginal-Centered Service Approach** is a desire to serve Aboriginal people focusing one's efforts on understanding their interests and a willingness to support Aboriginal people in determining their own future.
- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identify key or underlying complex issues. It implies the abilities to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.

- **Expertise** includes the motivation to expand and use technical knowledge or to distribute work-related information to others.
- **Information Seeking** is driven by a desire to know more about things, people, or issues. It implies going beyond the questions that are routine or required in the job. It may include “digging” or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental “scanning” for potential opportunities or miscellaneous information that may be of future use.
- **Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one’s approach as situations change and accepting changes within one’s own job or organization.
- **Problem Solving/Judgment** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Strategic Orientation** is the ability to link long-range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the impact of the world at large on strategies and on choices.

**CONDITIONS:**

In accordance with section 42 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with Aboriginal ancestry.

**DEADLINE TO APPLY:** June 28, 2019

**HOW TO APPLY:** Please submit a resume and cover letter explaining how you meet requirements, including specific examples encountered in your work or educational experiences as it relates to this position. This may be sent to [reception@acc-society.bc.ca](mailto:reception@acc-society.bc.ca) citing “Policy Analyst”. All applications must include cover letter and resume.

**CONTACT:** Please direct any questions [policy1@acc-society.bc.ca](mailto:policy1@acc-society.bc.ca)

**We thank all those who apply. Only those candidates selected for an interview will be contacted.**