



Position Title: Policy Lead (Senior Policy Analyst)

Job Type: Permanent Full Time

Base Salary: 75,000.00 to 95,000.00 (commensurate with qualifications)

Reports to: BCACCS Executive Director

Location: Lower Mainland

**SECRETARIAT OVERVIEW:**

The BC Aboriginal Child Care Society (BCACCS) provides secretariat support for the Delegated Aboriginal Agencies' Directors Forum and the Partnership Forum. The Secretariat is a growing team of professionals including Administrative, Communications, Policy Analyst, and Records Management staff. Reporting to the BCACCS Executive Director the Policy Lead is the lead on Indigenous child and family well-being initiatives tasked to the Secretariat by Delegated Aboriginal Agencies, Indigenous Services Canada, and the Ministry of Children and Family Development. The Secretariat brings a passion for Indigenous child and family well-being policy reform and improved outcomes for Indigenous children and their families.

The Directors Forum is comprised of Delegated Aboriginal Agencies throughout British Columbia. The Partnership Forum is comprised of Delegated Aboriginal Agencies, the Ministry of Children and Family Development (government of British Columbia), and Indigenous Services Canada (Government of Canada).

**POSITION OVERVIEW:**

The Policy Lead has a wide range of management responsibilities including but not limited to facilitating the implementation the Directors Forum's Strategic Plan, facilitating the implementation and Partnership Forum's Strategic plan, and leading the implementation of the Secretariat Work Plan. Through leading a team of staff in conducting research and policy analysis the Policy Lead supports the reformation of Indigenous child and family services.

**ACCOUNTABILITIES:**

The Policy Lead is accountable to the BCACCS Executive Director, Delegated Aboriginal Agencies' Directors Forum Executive and the Partnership Forum Partnership Planning Committee.

The Policy Lead:

- Reports to the Executive Director of the BC Aboriginal Child Care Society;
- Receives work assignments and day to day direction from the Directors Forum Executive, and the Partnership Planning Committee.

The Policy Lead, as the most senior Secretariat position, will ensure the Secretariat provides support across four domains of service to the Directors Forum and the Partnership Forum. This position leads:

- Governance support for the Directors and Partnership Forums including providing leadership support for strategic planning and workplan development, protocol development, and coordination of all meetings related to these forums;
- Engagement with Delegated Aboriginal Agencies on initiatives identified by the Directors and Partnership Forums including coordination of DAA engagement for Indigenous, Provincial, and Federal Government initiatives and preparing/analyzing material to support DAA engagement;

- Research on initiatives identified by the Directors and Partnership Forums including conducting literature reviews and preparing briefing notes; and
- Resource Support for the Directors and Partnership Forums including developing/maintaining orientation materials for DAAs, facilitating webinars for DAAs, and preparing summary documents.

Responsibilities of the Policy Lead include:

- Conducting research and analysis as requested by, the Directors Forum Executive, and the Partnership Planning Committee (Partnership Forum);
- Developing a sustainable Secretariat that becomes a center of excellence for supporting Indigenous child and family organizations;
- Establishing policy and research tables to support and monitor implementation of new policy, programs, and initiatives; and
- Overseeing Secretariat staff in support of 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 FNCFS agencies;
- Establishing priorities for the Secretariat policy team;
- Identifying and analyzing issues associated with program objectives, risks and opportunities, and provides recommendations for strategic policy alternatives or significant changes to program operations;
- Conducting issues management by identifying emerging issues of major significance and advising and preparing recommendations for response;
- Providing advice and recommendations in support of ongoing community development;
- Supporting the review of existing agency, partnership, or government protocols; and
- Ensuring the Secretariat's participation in MCFD and ISC policy committees and working groups.

The Policy Lead 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.

#### **JOB REQUIREMENTS:**

- Degree in social work, public administration, business administration, law, economics, social sciences, or equivalent
- Minimum of five years of experience working in Aboriginal child and family services organization
- Five years of experience in a supervisory role
- Three years of knowledge and experience in research and/or policy development/analysis
- Experience in conceptualizing, analyzing, investigating, and reporting on a wide variety of issues
- Experience in the development of legislation, regulation, and policy 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 (CRRA) check, and/or enhanced security screening checks as required by the First Nations Directors' Forum

#### **BEHAVIOURAL COMPETENCIES:**

- **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.
- **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.
- **Change Leadership** is championing the achievement of intended, real change that meets the enduring vision of Indigenous self-determination.
- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous peoples. 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.
- **Expertise** includes the motivation to expand and use technical knowledge or to distribute work-related information to others.
- **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.
- **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.
- **Managing organizational resources** is the ability to creatively think about allocation of organizational resources (e.g., people, materials, assets, funding) to support the self-determination of Aboriginal people.
- **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 Lead". 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.**