



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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# Job Board Posting



Careers.Indigenous.Link

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## Policy Analyst

<b>Job ID</b>	<b>4E-CD-18-57-DE-56</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=4E-CD-18-57-DE-56">https://careers.indigenous.link/viewjob?jobname=4E-CD-18-57-DE-56</a>	
<b>Company</b>	Ontario Federation Of Indigenous Friendship Centres	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2021-04-21	To: 2021-10-18
<b>Job</b>	Type: Full-time	Category: Miscellaneous
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$68,701	
<b>Languages</b>	English	

### Description

The OFIFC is an award winning leader in culture-based management providing innovative research, policy, training and community development to 29 Friendship Centres and other urban Indigenous service providers across Ontario. Located in downtown Toronto, the OFIFC engages all levels of government and mainstream agencies.

OFIFC is a purpose-driven organisation which offers unique and challenging work. A rewarding and enriching career awaits if you are skilled at critical thinking, building relationships, take personal accountability for getting things done and enjoy working as part of a team to collaboratively solve problems.

#### Responsibilities:

Working as part of a team in a fast paced environment where the main responsibilities are advancing supportive public policy, advocating and building support for urban Indigenous issues. This includes advocating on behalf of and providing support to Friendship Centres.

#### Supervision:

Employed by the OFIFC, responsible to the policies and directions as determined by the Board of Directors and under the direct supervision of the Executive Director, or designate. Daily supervision is designated to the Policy Director.

#### Primary Objective:

To advance supportive public policy aimed at addressing any file area related issues and the well-being of the Urban Indigenous communities in Ontario. This includes advocating on behalf of and providing support to Friendship Centres.

#### Scope:

To undertake policy research, analysis and advocacy on issues related to Friendship Centres and within area of specialisation towards the achievement of improved outcomes for urban Indigenous people. All policy processes undertaken must be aligned with OFIFC's long-range strategic plan.

#### Key Contacts/Relationships:

## Internal

Primarily communicates with the Policy Director, program workgroups, other Policy Analysts and the Executive Director for the purposes of exchanging and sharing information, integrating and collaborating.

## External

Communicates with Friendship Centres/Delivery Sites, Funders, Stakeholders, Indigenous organisations, and Government Ministries for sharing of information, policy analysis, and collaboration.

## Key Responsibilities:

### Policy Research, Analysis and Advocacy (65%):

Gathers, classifies and assesses data; including legislation, laws, policies, trends and government and stakeholder reports within area of specialisation;

Compares data analysis with expressed opinions on proposed policies and develops papers identifying potential positions to such proposed policies;

Prepares letters, reports, submissions, briefs, research, position papers as policy responses are required;

Develops policies, frameworks, strategies and resources as they affect the relevant file area;

Promotes recognition of Indigenous culture based initiatives within area of specialisation;

Develops alternate methodologies to improve policy frameworks as they affect Friendship Centres and urban Indigenous people;

Prepares reports for submission to funding bodies as per requirements to ensure OFIFC is compliant with funding agreements relevant to area of specialisation;

Supports the development of proposals in the relevant area of specialisation;

Prepares and participates in the delivery of such training and workshops as relevant to area of specialisation;

Participates on committees, government tables and working groups as required;

### Relationships/Partnerships/Support (30%):

Maintains and develops relationships with government and agency policy advisors and other stakeholders to discuss implications of proposed policies and approaches on priority issues faced by Friendship Centres;

Participates in Integrated Field Visits (IFV) and prepares IFV reports;

Participates in capacity support to Friendship Centres by identifying funding opportunities, promoting stakeholder relationships at local level, and collaborating and writing Friendship Centre project funding proposals;

Consults with member Friendship Centres to examine the effectiveness of existing policies and conducting such studies and reviews as are necessary to identify improvements required;

Provides support to other workgroups on key projects or initiatives as requested;

### Other (5%):

Acts as chairperson, technician, facilitator, spokesperson in fora or meetings convened to discuss relevant policy directions or responses;

Maintains and upgrades professional skills;

Promotes a healthy, safe work environment; and

Performs other duties, related to the position, as assigned by the Executive Director or designate.

## Experience

2 – 3 years’ experience in policy analysis

### **Education Requirements**

Post-secondary education in Public Policy, Political Science, Public Administration or another relevant discipline

### **Essential Skills**

Knowledge of government organisational structures and legislative processes

Excellent writing skills and ability to document clearly and succinctly for internal and external audiences

Extensive experience in research, both qualitative and quantitative

Ability to grasp political theory to be fair, balanced and unbiased in their recommendations

Exceptional ability to build and foster relationships with external policy stakeholders

Must have strong oral communication/public speaking skills

Strong Analytical Thinking

Creativity/Innovative

Collaborative Team Player

Planning and Organising

### **Work Environment**

Work Environment:

Works in a safe and suitable office environment exposed to mid to high-level computer use (internet research) often faced with tight deadlines.

Working Hours:

Overtime required during peak periods and when workload necessitates. The job may require occasional provincial travel (e.g. to FC) and/or regular local travel (e.g. committee meetings or workshops). Travel timing is flexible and planned in advance.

### **Additional Skills**

Core Competencies:

Culture - Takes personal responsibility to increase sensitivity, awareness and implementation of OFIC’s Neha (bundle) including foundational teachings and organisational practices in both professional conduct and work-related deliverables.

Accountability - Takes personal ownership and responsibility for the quality and timeliness of work commitments.

Critical Thinking - Applies systematic, logical reasoning when addressing problems or situations in order to arrive at an appropriate solution or outcome.

Building Relationships and Strategic Partnerships - Builds, develops and sustains business relationships / strategic partnerships that are mutually beneficial, reciprocal and grounded in trust and respect. It is recognising we are all interdependent and working towards the common good of the organisation.

Results Orientation - Accomplishes established goals, delivers the outcomes required and achieves the results. It includes the efficient and effective use of all resources (time, financial, people and technology).

Teamwork and Collaboration - Works collaboratively with others and addresses conflict in a win-win productive manner. This includes a mindset of sharing with others whether it is knowledge,

recognition, information and skills. Working towards a common purpose for the good of OFIFC and the communities of people it serves.

Communication - Effectively delivers information in a transparent, honest and clear manner. It includes actively listening, comprehending and responding appropriately when interacting with people. It is about being respectful when expressing opinions and points of view.

### **How to Apply**

Click Apply Now!