

CHAMPAGNE AND AISHIHIK FIRST NATIONS

Identification:	Policy & Legislative Analyst
Department:	Governance
Supervisor:	Director of Governance
Date:	October 17, 2024
Wage Level:	8

A. Job Summary:

Reporting to the Director of Governance, the Policy & Legislative Analyst is responsible for providing the necessary co-ordination, development, analysis and advice of legislation, policies, processes, and procedures for CAFN departments. The position is also responsible for providing the Directors, the Executive Director, Management Committee and Council with information on which to make informed decisions regarding new and revised legislation, regulations, policies, processes and procedures, and for preparing implementation plans and strategies for new or amended policies, processes and procedures in concert with related departments. This position will also maintain an inventory of CAFN legislation, regulations and policies.

B. Main Duties:

1. Coordinate and assist with the development of new or revised legislation & regulations. Draft policies, processes and procedures; including implementation plans and strategies, as required, by:
 - Identifying and analyzing the socio-economic, environmental, constitutional, management and financial implications and impacts of existing and proposed legislation, policies and programs;
 - Ensuring consistency with overall CAFN direction in concert with relevant departments;
 - Writing, researching, and/or managing the preparation of discussion and option papers, reports, briefing information, and decision documents for consideration by the director of governance, the executive director, management committee and council;
 - Working in partnership with external contractors or legal counsel for the drafting of new legislation and/ or policies, as required; and
 - Working with the communications staff to develop a communication strategy and to assess the operational impact and CAFN citizen and general public reaction to proposed legislation, policies.
2. Maintain an inventory of CAFN legislation, regulations and policies by:
 - Working with the CAFN Registrar and departments, to ensure that all statutes, regulations and policies are compiled in an accessible format that allows their use in day-to-day governance, both electronically and in print versions; and
 - Maintain an updated library and directory of all policies, statutes, and regulations in both electronically and in print versions.
3. Supporting all work on legislation and policy development and revisions both internal and external, by:

- Reviewing and/or drafting a CAFN response for senior management and Council to consider regarding various legislative, policy and program initiatives of other governments;
 - Working with departments to develop and implement the revised model for legislative and policy development and assist the departments to develop new legislation and policy proposals; and
 - Tracking the legislative policy process, prepare documents for ensuring briefing notes, etc. are developed and prepared for approval at Council meetings.
4. Performs other duties, such as:
- Supporting the Director of Governance with various projects and programs, as required;
 - Assist employees with the orientation of current policy and legislation, and ensure that staff are well informed on how to develop and implement policy when required; and
 - Attend Management Committee (MC), Executive Council as a Whole (ECW), Council and Directors meetings as required.

C. **Job Knowledge and Skills:**

Education and Experience

Bachelor's degree in First Nation Studies, Government Studies, Public Administration, Law or Social Sciences, or a related field. Experience working with First Nations researching, organizing, assessing and developing legislation, policy and program options. Experience providing presentations to both internal and external groups. An equivalent combination of at least 4 years related post-secondary education and related work experience may be considered.

Job Knowledge

- Excellent writing skills with demonstrated ability to understand analyze and concisely express the essence of legislation and policy initiatives.
- Understanding of the role of constitutional, statutory, regulatory and policy frameworks in guiding governance
- Knowledge of First Nations government systems
- Working knowledge of Champagne and Aishihik First Nations' Final, Self-government and Implementation agreements.
- Knowledge of Champagne and Aishihik First Nations' history, culture, demographics, goals and aspirations.
- Strong research, analytical and problem solving skills as demonstrated through experience working with discussion papers, reports, directives, legislation, policies and proposed program
- Excellent planning, organizing and time management skills
- Ability to set goals, objectives and priorities
- Ability to develop strategies and work plans
- Ability to manage within a budget when required
- Proficiency in the use of various research tools including qualitative and quantitative data gathering

Specific Skills

- Ability to write clearly and concisely
- Ability to think analytically (identify and clarify issues, identify implications, relationships, redundancies and contradictions in legislation and policies)
- Ability to think strategically (link long-range visions and concepts to daily work)

- Ability to think conceptually (link ideas and concepts in the creative search for new ideas or solutions)
- Ability to problem solve (anticipate the problems and generate contingent responses)
- Ability to use judgment (reach a decision or draw conclusions in dealing with both simple and complex problems.
- Ability to use Microsoft Word and Microsoft Excel

Interpersonal Skills

- Ability to communicate effectively and concisely, both orally and in writing
- Ability to develop effective working relationships with CAFN staff and citizens
- Ability to work collaboratively and productively with others to achieve results.

D. Decision Making:

The Director of Governance will develop the objectives for this position.

This position will analyse and make recommendations to Management Committee, Executive Committee of the Whole, Directors and Council with regard to major CAFN legislative and policy initiatives.

This position will be required to be a creative problem solver and to analyse and synthesize complex data associated with the full range of CAFN responsibilities and activities.

E. Impact/ Accountability:

The Director of Governance develops goals, objectives and long-term priorities for this position. The incumbent determines day-to-day operations in order to meet those goals, objectives and priorities. The major impact of the work of this position is having an effective and efficient governance framework reflective of CAFN government's needs.

F. Positions Supervised:

None

G. Working Conditions:

This position works in a normal office environment, with extended periods in front of a computer. This position is based in the CAFN Haines Junction office, but the incumbent is expected to work with staff based in the Whitehorse office frequently. The position will be required to work collaboratively with different people (directors, contractors, staff, and other governments). Conflict can be expected. This position will need to remain considerate of many different points of view while presenting a balanced assessment of various options.

H. Conditions of Employment

- A valid Yukon Class 5 driver's license.
- Criminal Records Check
- Willingness to work evenings and/or weekends, as required
- Extended workdays may be required to accomplish tasks and meet workload demands during peak periods, as directed
- Mandatory confidentiality is a condition of employment for all CAFN personnel
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.

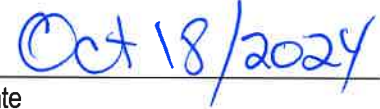
I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

Director of Human Resources

Date



Director of Governance



Date

Employee

Date