



**ALGONQUINS OF ONTARIO CONSULTATION OFFICE
POLICY AND STRATEGIC INITIATIVES ANALYST**

JOB DESCRIPTION

Fall 2016

Qualified candidates are invited to submit their applications
no later than 4 p.m. on Thursday, October 20, 2016 to:

Executive Director
Algonquins of Ontario Consultation Office
31 Riverside Drive, Suite 101, Pembroke, ON K8A 8R6
Email: algonquins@tanakiwin.com or Fax: 613-735-6307

We thank all candidates for their interest, however, only those selected for
an interview will be contacted.

GENERAL BACKGROUND

The Algonquins of Ontario (AOO) are on a journey of survival, rebuilding and self-sufficiency – a journey of reconciliation. This journey began nearly 250 years ago when the first Algonquin Petition was submitted to the Crown in 1772. Today, the AOO are comprised of the following ten Algonquin communities:

- Algonquins of Pikwakanagan First Nation
- Antoine
- Bonnechere
- Greater Golden Lake
- Kijicho Manito Madaouskarini
- Mattawa/North Bay
- Ottawa
- Shabot Obaadjiwan
- Snimikobl
- Whitney & Area

Based on a Protocol signed in 2004, these communities are working together to provide a unified approach to reach a settlement of the Algonquin land claim. In July 2009, the AOO, Canada and Ontario entered into a *Consultation Process Interim Measures Agreement*. This Agreement sets out a one window approach for Canada and Ontario to consult with the Algonquins of Ontario on proposed activities or projects in Algonquin Territory while the Treaty negotiations are ongoing. The AOO Consultation Office in Pembroke serves as this one window.

The AOO are currently seeking an experienced, progressive and dynamic **Policy and Strategic Initiatives Analyst** to provide a wide range of strategic, operational and capacity building services to the Algonquins of Ontario. These services include policy planning and implementation, policy analysis, issues resolution, project management, stakeholder relations as well as serving as the lead on a wide-range of strategic initiatives.

REPORTING STRUCTURE

The Policy and Strategic Initiatives Analyst will work under the direction of and report to the Executive Director in support of the AOO Consultation Office.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities will include but not be limited to the following:

Policy Development and Analysis

1. Lead, coordinate and conduct the review, development and implementation of operational policy and program frameworks that are consistent with the AOO's strategic policy objectives.
2. Undertake all aspects of assigned program and policy planning and development including: analysis of trends and directions; issue identification; analysis and synthesis of research and related evaluation materials; development of options and recommendations; and implementation planning.
3. Plan, lead, and manage program and policy research to support recommendations to decision-makers.
4. Contribute to the scoping, development and advocacy of AOO policy positions and initiatives, based on:
 - Monitoring of public policies, trends and emerging issues
 - Engagement of members, experts and external stakeholders in the identification of priority issues and scoping of projects
 - Targeted research and policy analysis on a range of topics
 - Advocacy efforts through engagement of internal and external stakeholders, and at policy-related events
5. Actively engage the Technical Advisory Group, Consultation Office staff, Algonquin Negotiation Representatives and AOO Communities (when practicable) input and participation in the identification, scoping and development of policy positions and advocacy initiatives.
6. Provide policy research, support and strategic advice to senior management and decision-makers relating to the AOO's policy initiatives and priorities.

Community and Stakeholder Relations/Partnerships

7. Develop and strengthen working relationships and foster partnerships with provincial Ministries, federal Departments, other government agencies, municipalities and private proponents.
8. Consult and solicit input on proposed policies, gather intelligence, develop consensus where possible, and identify and resolve concerns and issues.
9. Consistently represent AOO interests and strategic positions when liaising with external organizations, agencies, Ministries or proponents.
10. Provide a high level senior linkage between the AOO and other levels of Government, external partners, and other agencies, including:
 - Representing the AOO at external forums, locally and beyond

- Developing linkages with industry, associations, other levels of government and public partners in relation to the AOO's policy agenda
- Staying abreast of issues related to these organizations and serving as an ambassador and/or liaison for the AOO
- Ensuring that the AOO are informed of applicable federal, provincial and external initiatives that are related to the AOO's goals and objectives

Strategic Initiatives Support

11. Lead assigned special projects and initiatives and ensure appropriate policy/program implementation of new initiatives within the AOO including:
 - Establishing priorities and timelines for work projects
 - Applying project management principles to work assignments
 - Providing expertise or guidance
12. Translate executive and strategic direction into clear executable programs and initiatives.
13. Identify and manage a number of highly complex, concurrent projects, and work collaboratively across the organization, and with external stakeholders, to leverage opportunities, as well as identify and manage related risks.
14. Prepare documents of various lengths and complexities including policy reports, briefings, submissions, presentations, surveys and speaking points, based on policy topics and priorities identified by the Executive Director of the AOO Consultation Office.
15. Develop and implement innovative and creative resolutions to issues and challenges as assigned.

QUALIFICATIONS & REQUIREMENTS

1. Degree in Political Science, Geography, Environmental Studies, Social Sciences or a related discipline.
2. Minimum 5 years of progressive related experience.
3. Demonstrated knowledge and skills in:
 - Policy and program development principles
 - Policy and program analysis techniques
 - Legislative/regulatory amendment processes
 - Government legislative and decision making processes
 - Research to undertake analysis of policy trends and evaluation of best practices, options, costs, and impacts
4. Advanced oral and written communications to respond to issues, provide recommendations, prepare reports, options papers, socio-economic analyses, briefing materials and correspondence, and to promote policy initiatives to internal and external stakeholders.
5. Advanced project management skills, including the ability to manage multiple projects successfully to meet desired outcomes.

6. Strong analytical, research and problem solving skills and exceptionally detail oriented.
7. Consultation, partnership building and relationship management skills to establish key stakeholder linkages in order to work cooperatively on areas of divergence and mutual interest.
8. Demonstrated advisory skills to provide strategic advice to senior management on issues related to any policy development, policy analysis or assigned strategic initiative.
9. Demonstrated ability to deal sensitively with a wide variety of people and complex issues.
10. Ability to work independently, with good diplomatic and negotiation skills.
11. Willingness to travel and to work outside of normal business hours when necessary.
12. Knowledge of issues affecting the Algonquins of Ontario.
13. Experience working in an Aboriginal government setting will be considered an asset.
14. Ability to deal with and securely store confidential information.
15. Proficient in Word, Excel, Outlook, PowerPoint and database software.
16. Valid driver's license

LOCATION

The Algonquins of Ontario Consultation Office is located at 31 Riverside Drive, Pembroke, Ontario.

Join Our Passionate Team!

By joining the AOO Consultation Office team, you are joining a cohesive group of professionals who are passionate about making a difference. Each role provides a rewarding opportunity to grow personally and professionally, gain valuable experience, and allows you to use creativity and innovation to contribute to our strategic goals.