



**BC Aboriginal  
Child Care Society**

102 — 100 Park Royal South  
West Vancouver, BC V7T 1A2  
Telephone: (604) 913-9128 Facsimile: (604) 913-9129

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Location: Flexible (Vancouver preferred)  
Job Type: Full-Time contract: May 2018 -March 31, 2019  
Position Title: Policy Analyst (Partnership and Planning)  
Base Salary: \$80,000 (plus benefits)

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

#### JOB OVERVIEW

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 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 monitor implementation of new policy, programs and initiatives on behalf of the Partnership Planning Committee. This further contributes to the development, establishment, delivery, and communication of a comprehensive policy framework to support the effective and efficient determination of FNCFS reform, supporting ongoing capacity building of FNCFS agencies. The information the policy analyst provides will support and inform Delegated Aboriginal Agencies (DAAs).

#### ACCOUNTABILITIES

- Reports to the Executive Director of the BC Aboriginal Child Care Society and is accountable to the First Nations Child and Family Services Partnership and Planning Committee
- 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
- Develops 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
- Reviews existing agency, partnership, or government protocols as needed relating to the FNCFS program
- Provides additional support to DAA directors, including monthly reporting to the Executive Planning Committee, as well as a Quarterly/Annual report, and the Directors' and Partnerships Forums

#### JOB REQUIREMENTS

- Degree in public administration, business administration, law, economics, social sciences, or equivalent and 3 years of experience working in an Aboriginal policy environment
- Two years' experience in coordinating complex projects, including experience either leading or participating in multi-stakeholder initiatives

- Experience in conceptualizing, analyzing, investigating, and reporting on a wide variety of issues
- Experience in the development of legislation, regulation, and policy
- Two years of experience conducting research
- Familiarity with First Nations child and family services agencies and processes is an asset in this role
- Experience with policy development
- 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

- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying 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.
- **Relationship Building** 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.
- **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.
- **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.

**Contact:** 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 “Application for Policy Analyst Partnership and Planning”.

**Deadline to apply: April 13, 2018**