



# Employment Opportunity

## Policy Analyst

### UNION OF B.C. INDIAN CHIEFS (UBCIC)

The UBCIC is a not-for-profit organization representing and taking direction from member First Nations in British Columbia. We aim to protect and advance the political and territorial rights of First Nations People in B.C. and strengthen First Nations to assert and implement their right of self-determination as Indigenous peoples. We support First Nations Peoples at regional, national, and international forums.

The UBCIC upholds the principles and standards articulated in the *United Nations Declaration on the Rights of Indigenous Peoples* (UN Declaration) for the establishment and maintenance of a universal framework of minimum standards for the survival, dignity, well-being, and rights of Indigenous Peoples.

Working for UBCIC, you have the chance to impact change in the lives of First Nations. Our office is a warm and welcoming place where we care about our employees, create space for staff and value fair and equitable work practices.

### About The Position

**Position:** Policy Analyst

**Reports to:** Policy Director

**Location:** Lower Mainland with access to the Vancouver Office/Hybrid option

**Salary:** \$65,500 - \$78,500 per annum (Additional compensation may be considered for candidates with substantial experience and qualifications)

**Start Date:** ASAP

**Type/Term:** Regular, Full-time (7 hours per day, 35 hours per week)

8:30 am to 4:30 pm Monday to Friday (excluding holidays)

### Brief Overview

The Policy Analyst may hold one or multiple files. Advance, develop and implement UBCIC policy work in alignment with mandates provided by the UBCIC Chiefs Council. Ensure Chiefs, Executive and Policy Director are informed about the political landscape and current events, carrying out in-depth analysis, providing strategic advice and identifying opportunities to influence government policy and legislation. Provide recommendations and follow through on resolutions. Engage with government and non-government organizations, including working closely with partner organizations comprising the First Nations Leadership Council, to maintain strategic partnerships and advance policy and engagement. Plan and coordinate events and political meetings, including actively participating in the planning of the UBCIC Chiefs Council and AGA meetings.

### What It's Like To Work In the Policy Department

Working in the UBCIC Policy Department, you will carry out the mandates provided by the UBCIC Chiefs Council through resolution, participating in policy and legislative development, review and support on all files beyond specific claims research, including communications.

The Policy Department prepares a range of written materials for the UBCIC Executive and UBCIC Chiefs Council including briefing notes, correspondence, press releases and public-facing documents, and works closely to support the First Nations Leadership Council, a political collaborative working relationship between the UBCIC, B.C. Assembly of First Nations, and First Nations Summit.

You will have the opportunity to engage substantially with a range of external partners including government, non-profits, and academia including participating in an array of technical tables and committees to advance UBCIC mandates.

Working here, you will find colleagues committed to working together to help shape policy & legislative development at the provincial and federal levels and to better communicate to membership, external partners and the media, as a regional collective.

### ***What You Can Bring To The Role***

Key Competencies include:

- In-depth knowledge of subject matter and ability to digest complex material in a short timeframe.
- Leading and ensuring all stakeholders are informed on the political landscape and current events via in-depth analysis, providing strategic advice, and identifying opportunities to influence government policy and legislation, handling sensitive legal memos and documents.
- Planning, coordinating and engaging with government and non-government organizations, including working closely with partner organizations comprising the First Nations Leadership Council, to maintain strategic partnerships and advance policy and engagement.
- Adapting quickly to the rapidly evolving political landscape, staying responsive to changes and developments.
- Managing multiple competing and shifting priorities in a fast-paced environment, maintaining focus, accuracy, and efficiency.
- Acting with integrity, sensitivity, compassion, and respect and maintaining a high level of confidentiality and impartiality.
- Professionally coordinating events and political meetings, using strong, respectful, non-violent and accessible communication (verbal and written) and actively participating in the planning of the UBCIC Chiefs Council and AGA meetings.
- Leading with passion, motivation, and in the spirit of togetherness to understand the importance of UBCIC work together with the support of team members and colleagues.

### **Key Responsibilities/Accountabilities**

The Policy Analyst position is responsible for the following key functions:

#### **Carrying out UBCIC Policy Work**

- Work as part of the UBCIC Policy team to develop and carry out mandates provided by the UBCIC Chiefs Council through resolutions
- Support the UBCIC Policy team and legal advisors in providing strategic advice and recommendations to the Executive
- Act as Policy Lead across multiple files, including developing work plans and convening working groups as relevant to each portfolio as well as providing secretariat support and preparing internal and external communications
- Identify and analyze relevant current events and their connections to the mandate of UBCIC and the advancement of the rights of First Nations peoples in B.C
- Attend and assist in planning policy components of the UBCIC membership meetings including preparing resolutions, conducting policy research, and preparing documents and supporting materials for membership
- Attend UBCIC Executive meetings, and First Nations Leadership Council meetings as needed, and advise political leadership on sectoral issues
- Organize and participate in meetings and working groups with provincial and federal representatives, as a technical representative of UBCIC and First Nations Leadership Council, including notetaking and preparation of meeting materials

- Support policy work at the local, regional, national and international levels, including UN mechanisms and participate in multiple committees, working groups and expert tables
- Prepare and review written materials including briefing notes, speaking notes, correspondence, budgets, funding applications, press releases, reports, UN submissions, and external public facing materials including social media posts, often within limited timeframes
- Analyze and provide recommendations into legislation and policy
- Exercise project management skills, with good ability to plan, organize, and set priorities
- Work closely with partner organizations, including the First Nations Summit and the B.C. Assembly of First Nations as the First Nations Leadership Council, and advance collaborative priorities

### ***Skill Development, Outreach, and Information Sharing***

- Exercise flexibility and adaptability to take on new files as assigned, including reviewing existing materials, doing background research, and setting up meetings as needed to gain a full understanding of a new file
- Planning and attending conferences/forums/press conferences or other events as needed and writing external communications of a general nature for the organization as required including carrying out research, often in a time-sensitive manner, and through working across departments
- Draft communications materials to communicate significant current events, policy considerations, consultation and frontline events
- Collaborate with the Policy Team in the development of public organizational positions and consideration of their implications for shaping public narratives and advancing UBCIC mandates
- Support with portfolio-specific funding proposals based on identified policy gaps and needs including support with funding applications and budgets

### ***Organizational Support***

- Work collaboratively across departments and with the Policy Director throughout the year to support planning for the Chiefs Council and AGA meetings.
- Attend Chiefs Council and AGA meetings in person to support with meeting functions and to engage with First Nations leadership and the meetings as integral organizational proceedings at the heart of UBCIC's organizational culture and history.
- Attend organization-wide initiatives and events and providing support as required (e.g. campaigns, demonstrations, press conferences, open houses, fundraisers, celebrations)
- Occasional attendance of workshops to upgrade performance and knowledge

Performs other duties as assigned/required.

## **Qualifications**

### ***Required***

- University degree from a recognized post-secondary institution, in relation to First Nations studies, environmental science, climate change, natural resource management
- 3-5 years of experience working with First Nations in B.C. related to climate change, energy, infrastructure, and environment policies, and program coordination and delivery
- Significant experience and knowledge of BC First Nations from political, social, and cultural perspectives, and understanding the relation of BC First Nations culture to leadership and politics
- 3-5 years of experience and knowledge of BC First Nations
  - working with government and First Nations, including legislation, regulation, and policy, preferably within a First Nations provincial/territorial organization, government or First Nation administration

- providing technical support to political leadership
- Strong research, analysis, synthesis, writing, editing, and communication skills and experience
- Comfort and experience facilitating meetings
- Comprehensive working knowledge of MS Office Suite, including Outlook, Word, Excel, PowerPoint
- Working knowledge and experience with (or flexibility/ability to learn) specific software programs related to the needs of the role

### **Working Conditions/Demands**

- Hybrid work options available
- Work long hours using computer or other equipment; seasonal long hours
- Work may be required outside of regular work hours given time-sensitivity of political events (e.g. occasional evenings or weekends)
- Regular travel to and attendance at meetings and events, typically at least once or twice a month, including but not limited to two-day Chiefs Council Meetings twice a year and the three-day Annual General Assembly

### **In Return For Your Expertise/Total Compensation**

Every employee at the UBCIC is key to our success as we are a small but mighty team. For that reason, we offer a generous total compensation, pay and benefits package. Appreciating that we work and contribute in different ways based on the kind of work we respectively do, we are intentionally focused on creating an overarching supportive and responsive workplace culture that is centered around caring for our mission/vision, our team, our members and partners.

We offer a competitive annual salary commensurate with your experience for this role, plus comprehensive benefits including extended health benefits, employee assistance program, dental care, flexible time/work arrangements, extensive vacation leaves including paid leaves above the Canada Labour Code (CLC), sick leave, retirement savings plan and professional development.

**How To Apply** Interested candidates are invited to submit the following to [careers@ubcic.bc.ca](mailto:careers@ubcic.bc.ca) noting in the subject line “**Policy Analyst**”

1. A letter of interest outlining how your previous experience and education would support this position. If you have an interest or expertise in this technical area or policy work, please note this in your cover letter.
2. An up-to-date CV.

Successful candidates will be asked to provide references and a writing submission following the interview. We encourage applicants to submit applications as soon as possible, as applicants will be reviewed on an ongoing basis. UBCIC hires based on skills, ability, and qualifications and we welcome applications from all qualified candidates.

We proudly uphold our identity as a First Nations workplace and are committed to honouring and enriching the cultural traditions that reflect the communities we serve. We warmly welcome and strongly encourage First Nation and Indigenous individuals to apply and bring their voices, experiences, and strengths to our team.

We aim to provide support through this recruitment process to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodation during the interview process, please let us know. We thank all applicants for their interest; only those selected for an interview will be contacted.