



POSITION TITLE: Senior Policy Analyst

TERM: Full Time/ Permanent

SUPERVISOR: Director of Research and Policy Development

Secwepemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Simpcw, Skeetchestn, Tk'emlúps te Secwépemc, and Whispering Pines/Canton and who reside in Kamloops.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework.



Job Summary

The Senior Policy Analyst engages in research, analysis, and project management to propose strategic policies and is an experienced professional, with a demonstrated higher level of expertise in policy analysis. Aligns policy initiatives with broader organizational objectives. A Senior Policy Analyst takes on a more strategic role, leading complex policy projects, providing guidance to junior staff, and contributing to the formulation of organizational policy objectives.

Examples of Key Responsibilities for a Senior Policy Analyst:

1. Policy Development and Implementation: Leads the development of policies and strategies to address specific issues. Oversees the implementation of policies and assesses their impact.
2. Stakeholder Engagement: Engages with various stakeholders, including government officials, community groups, and industry representatives, to gather input and build consensus.
3. Research and Analysis: Conducts research on complex policy issues, analyzes data and presents findings to inform decision-making.
4. Team Leadership: Provides mentorship and guidance to junior policy analysts. Lead and coordinate project teams.
5. Strategic Planning: Contributes to the development of the organization's long-term strategic goals.

Main Office:

153 Kootenay Way, Kamloops, BC V2H 0E6
Ph: 250-314-9669 Fax: 250-314-9609

Youth Office:

348 A Tranquille Rd., Kamloops, BC V2B 3G6
Ph: 250-314-9669 Fax: 250-314-9609



Qualifications

Education and Experience

1. Bachelor's Degree in social work, political science, Indigenous Studies OR relevant discipline and 5 years of related experience;
2. Experience in researching and the development of legislation, regulation and policy, preferably within a First Nation provincial/territorial organization or First Nation administration;
3. Experience managing stakeholder relationships and leading consultations and engagement;
4. Experience reviewing and analyzing complex social policy issues, assessing options, and developing resolution strategies;
5. Experience in project management, including planning and coordinating complex projects/assignments.

Skills and Abilities

1. Planning and coordinating complex projects/assignments, including proven ability to handle confidential information with discretion;
2. Ability to integrate the Secwepemc Practice Model and the organizations Vision, Mission, and Values into practices, policies and implementing strategic initiatives;
3. Knowledge of Community and available resources, both locally and provincially;
4. Experienced in research and survey methods;
5. Experience in program and policy development principles and government policy-making processes;
6. Ability to write a range of documents/content concisely and persuasively;
7. Ability to research, analyze and translate qualitative and quantitative data into information for decision making;
8. Manage one's own workload effectively, efficiently and independently, achieving results within acceptable time frames taking into consideration changing priorities, job duties and requirements;
9. Excellent analytical, judgement, persuasion and consensus abilities, as well as verbal and written communication skills;
10. Proficient in Microsoft Office (Outlook, Word, Excel and Power Point), Adobe Acrobat and Social Media Web platforms;
11. Able to work independently and as a member of a diverse team, where productive relationships are developed and maintained;

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12. Recognizes and respects all cultural diversity and understands Aboriginal culture, including historical, political and legal issues.

Working Conditions

- Occasional travel required;
- Potential for violence in the workplace;
- Hours of work are nonstandard and connected to services and community needs;
- Receives regular supervision with direction and checks of the work performed.

Conditions of Employment

- Must be able to obtain and maintain a Criminal Record Check;
- Must be able to obtain and maintain a valid BC Driver's License class 5 no restrictions;
- Must provide a vehicle in good operating condition and appropriate insurance to meet program requirements;
- We offer a modified work week schedule, time off at Christmas, team days, cultural training, elder support and a great team to belong too!

Directly Supervises

- None

Pay Grade

- Starting wage is \$44.1627

An eligibility list may be created.



SUBMIT COVER LETTER and RESUME

Human Resources Department

hr@secwepemcfamilies.org

Posted until April 12th, 2024

153 Kootenay Way, Kamloops, BC V2H 0E6

Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Secwepemc language, culture, history, and customs.

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