

Policy Analyst

Nunavut Social Development Council

Job Definition Worksheet

JOB DEFINITION WORKSHEET

NAME: Annie

SHEET #: 1

POSITION: Policy Analyst

RESPONSIBILITY: Conduct research and develop policies

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
Monitor to determine if all relevant government documents that relate to Health & Social are in Inuktitut and Inuinnaqtun	Take direction from ED		
	Make governments aware that material going to regions and communities need to be translated into their language and are culturally appropriate		
Work with CPNP Policy Advisory Group to the GN	Monitor government trends, policies and program design as it relates to Article 32		
	Ensure that the CPNP work plan is reflective of Inuit values and culture and in Inuit languages		
	Community people - elders and CHR's are involved in nutrition planning and teaching and child bearing/parenting skills		
	Traditional foods are used provided by local Inuit hunters		
	Recommend that funding allocation move from fiscal one-year to two year format		
	Work with government to review the evaluation of the program and make recommendations on behalf of Inuit as it relates to Article 32		
	Work with CPNP regional working group, Health Promotion people and GN HQ H&SS		

JOB DEFINITION WORKSHEET

NAME: Annie

SHEET #: 2

POSITION: Policy Analyst

RESPONSIBILITY: Conduct research and develop policies

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
Monitor Aboriginal Diabetes Initiative (ADI) Territorial	Monitor government trends, policies and program design as it relates to Article 32		
	Work with GN to ensure that the policies are reflective of Inuit goals and objectives as per Article 32		
	Ensure that there is community capacity building with this program		
	Ensure that this program is integrated into CPNP		
	Review plan and make recommendations to ensure that it is culturally appropriate to Nunavut and consistent in Inuinnaqtun and Inuktitut		

JOB DEFINITION WORKSHEET

NAME: Annie

SHEET #: 3

POSITION: Policy Analyst

RESPONSIBILITY: Conduct research and develop policies

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
Work with ITC at the national level to Monitor Aboriginal Diabetes Initiative (ADI)	Monitor government trends, policies and program design as it relates to Article 32		
	Work with GN to ensure that the policies are reflective of Inuit goals and objectives as per Article 32		
	Ensure that there is community capacity building with this program		
	Ensure that this program is integrated into CPNP		
	Review plan and make recommendations to ensure that it is culturally appropriate to Nunavut		
	Participate on National Inuit ADI working group		
	Work with ITC, RIA's and other Regional Inuit groups and Health Canada		
Monitor the Home and Community Care Program	Participate in the design and delivery of policies and programs		
	Ensure capacity building at regional and community level		
	Ensure the GN has a training plan that is appropriate to Inuit values and principles		
	Ensure that materials are translated into Inuinnaqtun and Inuktitut		
	Ensure Inuit participation		
	Participate at all levels – regional, territorial, national		

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NAME: Annie

SHEET #: 4

POSITION: Policy Analyst

RESPONSIBILITY: Conduct research and develop policies

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
Represent NSDC at national level	Represent NSDC at national meetings		
	Ensure that policies and program design that impact on Nunavut reflect Inuit goals, values and principles		
	Ensure that there is territorial, regional and community level input into issues at the national level and that issues relating to Inuit are voiced		
Issue briefing notes and reports	Ensure all briefing notes and reports are in Inuinnaqtun and Inuktitut		
	Formulate policy opinions and recommendations		
Co-chair the Education Working Group	Have a working knowledge of the Education Act		
	Make recommendations to the Minister		
	Schedule meetings		
	Ensure notices to inform communities of meetings are done and out		
	Be a good team member		
Ensure Inuinnaqtun and Inuktitut are done			

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NAME: Annie

SHEET #: 5

POSITION: Policy Analyst

RESPONSIBILITY: Conduct research and develop policies

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
Provide policy advice and direction for the FAS/FAE initiative	Monitor trends, policies and program design as it relates to Article 32		
	Ensure that the work plan is reflective of Inuit values and culture and in Inuit languages		
	Ensure that where possible community people like elders are involved in program planning and implementation		
	Review and evaluate the program and make recommendations on behalf of Inuit as it relates to Article 32		
Provide policy advice and direction for the Mental Health Program	Monitor trends, policies and program design as it relates to Article 32		
	Ensure that the work plan is reflective of Inuit values and culture and in Inuit languages		
	Ensure that where possible community people like elders are involved in program planning and implementation		
	Review and evaluate the program and make recommendations on behalf of Inuit as it relates to Article 32		

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NAME: Annie

SHEET #: 6

POSITION: Policy Analyst

RESPONSIBILITY: Conduct research and develop policies

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
Provide policy advice and direction as it relates to Inuit Wellness	Monitor trends, policies and program design as it relates to Article 32		
	Ensure that the work plan is reflective of Inuit values and culture and in Inuit languages		
	Ensure that where possible community people like elders are involved in program planning and implementation		
	Review and evaluate the program and make recommendations on behalf of Inuit as it relates to Article 32		
Participate on national committees and provide policy advice and direction for Health Renewal	National - NSDC participates on Joint Committee (ITC, AFN, HC)		
	Develop an strategy to create an Inuit specific funding model for Nunavut		
	Monitor trends, policies and program design as it relates to Article 32		
	Ensure that the work plan is reflective of Inuit values and culture and in Inuit languages		
	Ensure that where possible community people like elders are involved in program planning and implementation		
	Review and evaluate the program and make recommendations on behalf of Inuit as it relates to Article 32		

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NAME: Annie

SHEET #: 7

POSITION: Policy Analyst

RESPONSIBILITY: Conduct research and develop policies

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
Participate on National Aboriginal Health Organization (NAHO)	Sit on Inuit specific committee (Inuit Governing Committee)		
	Put in place an Inuit center for research and data base		
	Work with all governments and agencies that have information that relates to Inuit health		
	Monitor trends, policies and program design as it relates to Article 32		
	Ensure that the work plan is reflective of Inuit values and culture and in Inuit languages		
	Ensure that where possible community people like elders are involved in program planning and implementation		
	Review and evaluate the program and make recommendations on behalf of Inuit as it relates to Article 32		

JOB DEFINITION WORKSHEET

NAME: Annie

SHEET #: 8

POSITION: Policy Analyst

RESPONSIBILITY: Conduct research and develop policies

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
Provide policy advice and direction for the Justice Portfolio	Participates on Akitsiraq Board of Directors for new Law Society and School		
	Monitor trends, policies and program design as it relates to Article 32		
	Ensure that the work plan is reflective of Inuit values and culture and in Inuit languages		
	Ensure that where possible community people like elders are involved in program planning and implementation		
	Review and evaluate the program and make recommendations on behalf of Inuit as it relates to Article 32		

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NAME: Annie

SHEET #: 9

POSITION: Policy Analyst

RESPONSIBILITY: Conduct research and develop policies

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
Work with GN Department of Culture Language Elders & Youth	As it relates to Health and Social		
	Work with NSDC research to determine how Inuit will become more healthy and self-reliant		
	Monitor trends, policies and program design as it relates to Article 32		
	Ensure that the work plan is reflective of Inuit values and culture and in Inuit languages		
	Ensure that where possible community people like elders are involved in program planning and implementation		
	Review and evaluate the program and make recommendations on behalf of Inuit as it relates to Article 32		
All other Health and Social related issues and programs	Represent NSDC E. g. AIDS, Homelessness, Housing, Hep C,		
	Monitor trends, policies and program design as it relates to Article 32		
	Ensure that the work plan is reflective of Inuit values and culture and in Inuit languages		
	Ensure that where possible community people like elders are involved in program planning and implementation		
	Review and evaluate the program and make recommendations on behalf of Inuit as it relates to Article 32		

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NAME: Annie

SHEET #: 10

POSITION: Policy Analyst

RESPONSIBILITY: Conduct research and develop policies

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
Work with Rural Secretariat "Team Nunavut" and Department of Indian and Northern Affairs	Create a one window approach to collect data of funding programs (Most of the government departments participate)		
	Ensure Inuinnaqtun and Inuktitut are available		
	Monitor trends, policies and program design as it relates to Article 32		
	Ensure that the work plan is reflective of Inuit values and culture and in Inuit languages		
	Ensure that where possible community people like elders are involved in program planning and implementation		
	Review and evaluate the program and make recommendations on behalf of Inuit as it relates to Article 32		

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NAME: Annie

SHEET #: 11

POSITION: Policy Analyst

RESPONSIBILITY: Conduct research and develop policies

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
Prepare correspondence	Prepare and draft letters for Executive Director and President		
	Ensure translations are done in Inuinnaqtun and Inuktitut		
Develop plans	Prepare work plans for specific areas of responsibility		
	Ensure plans are done in Inuinnaqtun and Inuktitut		
Related Duties	Maintain own filing systems and keep it up to date and accessible		
	Acquire and maintain resource material that is predominantly Inuktitut		
	Ensure Inuinnaqtun and Inuktitut are available		
	Work with Committee of Councils in the areas of health and wellness as a special project		
	Meet regularly with ED		