



**FSIN**

# EMPLOYMENT OPPORTUNITY EXTERNAL

## Senior Researcher/Policy Analyst - Education

The Federation of Sovereign Indigenous Nations (FSIN) is seeking a highly motivated individual for the position of Senior Researcher/Policy Analyst within the Education and Training Secretariat at the FSIN Head Office located in Saskatoon. This position is responsible to provide technical and analytical information, including conducting research as required for the Education & Training Secretariat; developing written documentation for briefings, updates, and forward planning. Areas can include resource materials, legislation and policy. This position reports to the Executive Director of the Education and Training Secretariat.

### TYPICAL DUTIES AND RESPONSIBILITIES:

#### ***Analytical/Technical***

- Conduct, compile and analyze research, as required
- Support the Action Plan on Education in Context of Treaty
- In cooperation and consultation with the Education and Training Secretariat, oversee and ensure the coordination and organization for all necessary committees and activities/protocols (ceremonies) required to facilitate the discussions with the Ministry of Education in the Saskatchewan Region.
- Analyze and develop briefings, terms of reference and guiding documentation as required
- Oversee the K-12 education file and activities.
- Oversee and implement Directors of Education activities for DOEs Forum and any Technical Working Group.
- Provide consultative advice and technical support for K-12 through knowledge and understanding of the education issues at the regional and national levels.
- Provide consultative advice through an in depth knowledge and understanding of K-12 at the institutional level.
- Analyze and develop briefing, terms of reference and guiding documentation for K-12 issues and the Education and Training Secretariat.
- Assist and ensure that those engaged in legal and historical documentary/archival reports are properly prepared.
- Ensure that all levels of First Nations Governments are properly and accurately informed.
- Develop research proposals as required.
- Provide analysis on new and/or revisions to current legislation and policies that relate to the promotion, enhancement and implementation of Treaty Rights and/or First Nations education and training.
- Assist in the development of policies and procedures for FSIN and/or the Education and Training Secretariat.
- Identify potential projects for the Education and Training Secretariat based on research provided.
- Develop work plans.

### ***Liaison***

- Maintain effective liaison and communication with all levels of government, both First Nations and non-First Nations; Directors of Education Technical Working Group and the Directors of Education Forum; Identify all stakeholders in terms of obtaining feedback and input on work being completed through APECT and First Nations Education; Ensure all agreements and contracts reflect the definition of partnership without prejudice to culture and Treaty.

### ***Administration***

- Maintain electronic and hard copy files and records; Organize Directors of Education activities within the budget provided; Organize K-12 related activities within the budget provided.

### ***Other***

- Work independently or within a team environment; Maintain up-to-date records on work assigned and completed; Other related duties as may be assigned from time to time

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## **QUALIFICATIONS:**

### ***Education***

- Master in Education or equivalency

### ***Experience, Knowledge and Skills***

- Minimum of 10 years' experience in education, research and policy development.
- Experience working directly with a First Nation or First Nation organization
- Considerable knowledge and understanding of Saskatchewan First Nation customs, cultures and histories
- Considerable knowledge and understanding of Inherent and Treaty rights
- Considerable knowledge and understanding of First Nation protocols
- Considerable knowledge and understanding of local, regional, provincial and national First Nation organizational structures and processes
- Practical and theoretical knowledge and understanding of research methodologies
- Practical and theoretical knowledge and understanding of policy analysis process
- Excellent written and verbal communication skills

Salary is based on an established grid and commensurate with qualifications and experience. Only candidates selected for interviews will be contacted.

## **APPLICATIONS MUST BE RECEIVED BY 12:00 noon on April 12<sup>th</sup>, 2019**

Please submit resumes to:

Human Resources Office  
Federation of Saskatchewan Indian Nations  
Suite 200 - 103A Packham Avenue  
SASKATOON, SK S7N 4K4  
**Fax:** 665-0478  
**Email:** [hr.info@fsin.com](mailto:hr.info@fsin.com)