



JOB DESCRIPTION

JOB TITLE	Policy Analyst, Elementary Secondary
CLASSIFICATION LEVEL	Education Coordinator 1
MINISTRY/DEPARTMENT	Education
REPORTS TO	K-12 Education Manager
DATE CLASSIFIED	

POSITION SUMMARY

The Policy Analyst, Elementary Secondary Education leads and coordinates various aspects related to the Ministry of Education for Metis Nation British Columbia (MNBC). This includes conducting research, gathering data, and analyzing information to support the development and implementation of strategic policies and legislation. The role involves monitoring legislative developments and government priorities that may impact MNBC's organizational objectives. Additionally, the Analyst prepares briefing materials, reports, and progress updates on Ministry initiatives, collaborates with internal colleagues, and engages with external stakeholders and special-interest groups to convey MNBC's key messages and strategies in line with the Ministry of Education's Strategic Plan. Moreover, the position involves assisting in the drafting of policies and procedures and ensuring project activities are planned, monitored, and reported effectively.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

- Compiles research, data, statistics, investigation of facts, and other information to support the strategy and goals of the Ministry.
- Finds, collects and analyzes statistical information to make recommendations based on conducted research.
- Researches relevant fiduciary agreements, legislative developments and other documents and proposes suggestions to improve the effects of existing policies.
- Conducts research to determine which trends may positively or negatively impact MNBC's Ministry of Education.
- Monitors, identifies, and analyzes legislative developments and government priorities that could affect MNBC's organizational and Ministry objectives.
- Prepares briefing and material packages, including advice and recommendations regarding the work of the Ministry, and its Provincial and Federal counterparts.
- Writes, reviews, evaluates, and approves documents, briefs, and reports.
- Prepares a variety of progress reports of the various Ministry initiatives.
- Assists in writing draft policies and procedures by assembling and organizing information.
- Assists with planning, scheduling, monitoring, and reporting on project activities to ensure the overall achievement of activities and deliverables are met.
- Prepares meeting materials and minutes and follow up on action items arising out of meetings, to ensure timely and accurate completion.



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- Liaises with internal and external stakeholders, and meets with special-interest groups and individuals, as needed, including educating relevant stakeholders about MNBC's key messages and strategies.
- Works collaboratively with colleagues to coordinate their participation in government meetings and briefings as appropriate.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

Supervision Given

- None.

QUALIFICATIONS

- Bachelor's degree in political science, public administration, business administration, educational leadership or related field from a recognized, post-secondary institution.
- Minimum of four (4) years of experience in the development of policy, regulation, and/or legislation in the K-12 Education or social policy sector.
- A combination of relevant experience, education, and training may be considered.
- Knowledge of relevant K-12 Education legislation and provincial and federal political systems and processes.
- Experience in planning, coordinating, and completing complex projects/assignments.
- Experience in concisely and persuasively writing a variety of documents and content.
- Experience leading components of major projects/initiatives.
- Experience navigating challenging stakeholder interactions.
- Experience leading work groups/committees and providing administrative support.
- Proven ability to handle sensitive information in a confidential manner.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Demonstrated ability to lead, problem-solve and utilize team-building skills.
- Proven ability to utilize strong interpersonal skills to deal with others effectively.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Proven ability to utilize, adapt and embrace new technologies, including Office 365 and other database/software required by the role.
- Knowledge and/or awareness of the historical and contemporary contributions made by Metis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's license may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

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MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.