



National Indigenous
Fire Safety Council Project
Projet du conseil national
autochtone de la sécurité-incendie

Senior Policy Analyst

Please apply by email to HR@indigenousfiresafety.ca

The Aboriginal Firefighters Association of Canada (AFAC) was founded in 1991 and is a united body of regional Indigenous emergency and fire service organizations across Canada whose mandate is to represent the interests of local associations at the national level. The National Indigenous Fire Safety Council (NIFSC) Project has been formed under the guidance of AFAC to specifically drive the implementation of standardized fire services, and promote national standards in fire prevention, education, and suppression within Indigenous communities across Canada. Over the next year, the NIFSC Project will continue to develop over seventy programs ranging from public fire safety education to custom support services for indigenous fire departments across Canada.

Currently, NIFSC is looking to fill the contract role of **Senior Policy Analyst** who will support our **Corporate Development** team. This role works closely with the NIFSC Project leads and reports directly to the Project Manager.

Key Areas of Responsibility:

- > Develop Corporate Policy around HR, Finance, IT, Board, Governance, Communications, Safety & Security
- > Engage with AFAC Board Members on policy options, principles, directions, and outcomes
- > Oversee change management and process mapping for policy compliance amongst NIFSC staff
- > Development of preliminary NIFSC Constitution and Bylaws for approval at initial NIFSC Board Inception
- > Support the development of Occupational Health and Safety Policy
- > Ensure the engagement of key NIFSC partners through the lifecycle of Corporate Policy Development
- > Determine the benefits and drawbacks of existing policies
- > Propose suggestions to improve the effects of policies

Core required competencies:

- > Strong written and verbal communication skills
- > Ability to exercise independent judgement in making decisions.
- > Accuracy and attention to detail
- > Ability to work effectively and complete priorities within a timeline-driven environment
- > Ability to work with dispersed and virtual teams while keeping track of time zone differences

Minimum Education, Certification & Experience:

- > Bachelor's Degree in Public Policy
- > Minimum of (5) years of related experience creating and supporting policy development for nonprofit organizations especially with fire or other emergency services
- > Competency in Microsoft applications



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Additional Assets:

- > Of Aboriginal Heritage
- > Knowledge of Indigenous culture
- > Bilingual English / French
- > Experience and Knowledge of Fire and Life Safety
- > Masters Degree in Public Policy Development

Contract Considerations:

- > Secondment arrangements may be considered.
- > Remuneration rates will be based on experience and expertise.
- > Contract role for one-year term.

Closing Date:

The candidate will be selected from qualified applicants. Posting will close June 18, 2021 but may be extended if not filled. The desired start date is June 28, 2021.

How to Apply:

Please respond with any questions. Applications must include a resume and can be submitted by email to HR@indigenousfiresafety.ca

Interested candidates may be located anywhere in Canada. This is anticipated to be a part time contract role for a one-year term.

AFAC is an equal opportunity organization and encourages Expression of Interests responses from any community.