



External Job Posting

Permanent Full-time

Policy Analyst

Job Summary:

The Policy Analyst is responsible for examining the efficiency of existing policies and laying out the groundwork for new programs and legislation to meet objectives and goals. The Policy Analyst will review and amend policy drafts and propose suggestions to improve the effects of existing policies. The Policy Analyst will also work closely with Executive, Directors and Supervisors of Opaskwayak Cree Nation (OCN) to determine the goals and objectives of policies.

Some duties include:

- Researches and analyzes internal policy issues as well as Federal and Provincial rules and regulations for OCN;
- Maintains active communication with Branch Directors regarding policy concerns and works with management to resolve policy issues and address impact;
- Actively participates on internal committees and provides compliance support, that is, to ensure staff are aware of policies;
- Ensures timely posting of policy related materials to the OCN website
- Develops draft policies and proposals related to programs and work areas (all branches) and any other areas as directed by the Chief Executive Officer or Chief & Council;
- Consults with Chief and Council or Committees to advise on all policy and all by law issues;
- Reviews all policies on an annual basis for OCN;
- Responds to policy inquiries in writing or by phone;
- Reviews internal orientation on Policies for Department Managers and/or Chief and Council, Committees and Board Members;
- Submits written monthly reports to immediate supervisor, identifying all projects, time lines, etc.
- Prepares Issue Sheets for adoption of policies.

Qualifications

- Diploma – Grade 12 or equivalent
- Bachelor's degree in business and public administration
- Four years of experience working with First Nation regulations in an organization or institutional environment
- A combination of education/experience may be considered
- Experience working for or with Indigenous government or and Indigenous community will be considered an asset
- Valid Class V Manitoba Driver's License
- Satisfactory Criminal Record Check

Deadline: Monday, December 1, 2025

All are welcome to apply. Priority will be given to people with Aboriginal ancestry that meet requirements. We thank you for your interest in wanting to work for the Opaskwayak Cree Nation. Only those individuals that are being considered will be contacted for an interview.

How to apply: For more information or to apply, please email or hand deliver a sealed envelope with cover letter and resume to and marked "Personal and Confidential" to:

OCN Human Resources

In-person: OCN Payment Centre – Main Floor of the Otineka Mall

E-Mail: hr@opaskwayak.ca