

### NACM Job Description

<b>Job title</b>	Policy Analyst - Consultancy
<b>Reports to</b>	Director, National Aboriginal Council of Midwives
<b>Created on</b>	September 2020
<b>Last updated</b>	March 24, 2021

#### Background

The National Aboriginal Council of Midwives' (NACM) mission is to promote excellence in reproductive health care for First Nations, Inuit, and Métis communities. NACM advocates for the restoration of midwifery education, the provision of midwifery services, and choice of birthplace for all Indigenous communities consistent with the U.N. Declaration on the Rights of Indigenous Peoples.

#### Job Purpose

The Policy Analyst will lead the research and development of a series of policy papers and related documents about Indigenous midwifery. The Policy Analyst will develop a series of policy briefings. The Analyst will research and analyze existing data, information, and evidence to support a better understanding of the work and roles of Indigenous midwives. Our goal is to advance policy commitments and legislative changes that enable the development and growth of midwifery within Indigenous communities.

The Policy Analyst will collaborate closely with the NACM Director, NACM Core Leadership, and key staff and stakeholders.

#### Duties and Responsibilities

- Provide advisory and policy development support on policy, program, legislative and other key issues, and areas related to Indigenous Midwifery (IM) and NACM.
- Lead policy research and analysis. Assess options and provide appropriate recommendations.
- Research, write and prepare policy papers and responses to related issues and initiatives across the federal jurisdiction.
- Identify opportunities and develop recommendations for policy related programming through research, directly connect with key stakeholders and lead or assist with grant/proposal writing as required.
- Coordinate and support preparation of proposals, detailed reports, discussion papers, action items, briefing notes, and materials, speaking points, correspondence and work plans on key policy issues impacting Indigenous midwifery and NACM for internal purposes and for government meetings.
- Support NACM Director, providing briefings, updates and other information necessary for informed discussions with NACM Leadership
- Identify opportunities and develop recommendations for policy related programming through research.
- Stay current with clinical and professional trends affecting Indigenous midwifery and reproductive health nationally.

Other duties may include:

- Conduct service delivery analysis on federally funded initiatives to inform investment ask.
- Ensure appropriate support to assigned national committees and working groups and develop and manage annual work plans for these groups.

### **Qualifications, Knowledge and Skill Requirements**

- University degree (minimally a Bachelor, ideally a Masters) in Public Health Policy or other related discipline.
- Minimum 5 years' experience working in health policy development or analyst position, including within Federal jurisdictions.
- Strong knowledge of Indigenous health and related health policies.
- Excellent research and writing skills, including writing briefing notes, reports, decks, research papers, issue-analysis reports).
- Experience developing strategies and providing analysis on complex issues.
- Ability to implement and manage a variety of initiatives concurrently and within deadlines.
- Strong political and communication savvy.
- Excellent communication skills.
- High degree of resourcefulness, flexibility, and adaptability.
- Ability to operate independently and utilize strong decision-making skills.
- Highly organized, attention to detail and excellent follow-through required.
- Strong commitment to working collaboratively with diverse stakeholder groups, including staff, members, volunteers, donors, and other stakeholders.
- Computer literacy, including effective working skills of MS Word, Excel and Outlook required.

### **Additional Assets**

- Knowledge of midwifery and/or reproductive health in Canada and globally, specifically Indigenous health.
- Experience working for a member-based organization.

### **Working Conditions**

- Consultancy contract between April 2021, ending March 31, 2022.
- Work will take place remotely.
- Salary commensurate with experience.

### **How to Apply**

*Please follow these instructions:*

NACM is an Indigenous led and governed organization. Indigenous candidates are strongly encouraged to apply. Non-Indigenous candidates must have a commitment to working within an anti-oppressive, Indigenous framework.

- Send your CV and a cover letter in one PDF document and ensure that your first and last names and the text "PolicyAnalyst" are included in the file name.

- Send your PDF by email with the subject “Policy Analyst Consultant” to admin@canadianmidwives.org
- Deadline for applications is **5pm Eastern Time on March 31st, 2021**

*We thank all applicants for their interest however, only applicants selected for an interview will be contacted. Resumes received will be held confidential, shared with the selection committee only, and be used only for the purposes of selection for this position.*