

JOB TITLE	Justice Policy Analyst
MINISTRY/DEPARTMENT	Ministry of Justice
REPORTS TO	Justice Manager
JOB FAMILY	Professional/Expert
CLASSIFICATION LEVEL	Level 2
DATE CLASSIFIED	August 2024

POSITION SUMMARY

The Justice Policy Analyst provides intersectional, trauma-informed research and analysis on justice issues impacting Métis people. The Justice Policy Analyst will conduct detailed research and analyze policy developments, make recommendations for legislative actions, programs, awareness campaigns, and funding approaches. Additionally, the Justice Policy Analyst will participate in committees and project teams, ensuring that the Métis voices and experiences are integrated into all reports, research, and recommendations.

The Justice Policy Analyst will collaborate closely with team members to drive innovative solutions. This central role within the Ministry of Justice offers the opportunity to work independently and as part of a dynamic team committed to advancing justice for Métis people and fostering meaningful change.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

- Conducts thorough, intersectional, and trauma-informed research on justice issues at the international, federal, provincial, and community-level on justice issues impacting Métis.
- Conducts policy analysis on emerging policy developments, legislation, and programming approaches related to justice.
- Identifies and advises on key justice policy issues and provide senior staff with insights and recommendations on priorities and concerns. Tracks federal and provincial legislative changes, as well as municipal bylaw changes, assessing their impact on Métis justice issues and makes recommendations on potential actions.
- Manages and coordinate detailed projects in collaboration with provincial and federal government agencies and other relevant partners. This includes developing proposals, conducting relevant analyses, creating project plans, and defining deliverables.
- Writes briefing notes, background material, reports, strategic plans, project plans, project policy, feasibility studies and correspondence and makes presentations on current/emerging issues and options to various internal and external audiences.
- Collaboratively engages with Métis people on justice related initiatives and programs to ensure the Métis voice, perspectives, and lived experiences are included in any MNBC reports, research, feedback, recommendations.
- Assists in the Ministry of Justice fund development and complete grant applications as necessary.
- Participates in committees and project teams as required, including other Ministries within MNBC.
- Undertakes related duties as assigned, consistent with the job grade of the position.

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- 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

- Diploma in a related discipline such as criminology, justice studies, social work, or social sciences from a recognized, post-secondary institution. Bachelor's degree preferred.
- A minimum of two (2) years of experience in developing and drafting policy, regulation and/or legislation, writing reports, and conducting research.
- Eligible for formal professional or technical registration in the appropriate area of expertise.
- A combination of relevant experience, education, and training (including Indigenous education such as traditional knowledge and lived experience) may be considered.
- Previous experience working with Indigenous peoples, 2S LGBTQIA+ people, and/or equity seeking groups through a trauma informed approach.
- Demonstrated ability in effective verbal and written communication, particularly in addressing sensitive and contentious subjects with an Indigenous perspective.
- Demonstrated ability in teamwork, self-reliance, and proactive approaches with strong task-management skills. Knowledge and/or awareness of provincial and federal political and legislative systems and processes.
- Knowledge and/or awareness in the justice sector including, but not limited to, policing, Court processes, corrections, and low-barrier service delivery. Familiarity with related policies, law, and legal processes and the changes that are and need to occur within the BC and Canadian context for Métis.
- Knowledge and/or awareness of MNBC structures, legislation and acts.
- Physical abilities for the position include sedentary work and primarily involves sitting at a desk or workstation for extended periods.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

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

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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.