



**Position Title:** Senior Policy Analyst (Indigenous Relations)

**Position Status:** Full-Time Regular

**Department:** Legal Services and Indigenous Relations

**Employee Group:** Teamsters Local 31

**Location:** 4515 Central Boulevard, Burnaby

**Salary Range/ Wage Rate:** PG T28 \$3,634.43 - \$4,294.18 bi-weekly

Our Legal Services and Indigenous Relations Department is seeking a Senior Policy Analyst who will provide complex strategic and policy advice and recommendations related to Indigenous Relations and First Nations matters in accordance with direction provided by Metro Vancouver management, committee(s), and Board of Directors.

You are: a self-motivated professional who enjoys working in a team environment. Your commitment to advancing your strategic advisory, communications and relationship-building skills in a public service setting and ability to adapt to ever-changing situations are necessary to be effective and successful in this position. You are a great communicator and diplomat and function well in cross-cultural contexts. You are always curious and love to grow and learn. You are committed to promoting reconciliation as well as to ensuring that Metro Vancouver continues providing the essential services needed by the region while understanding First Nations rights and interests.

**This role:**

- Develops and makes recommendations on strategies and related to Indigenous relations issues, in particular on First Nations engagement. Provides technical assistance, advice, and information to various stakeholders and staff.
- Develops policy and guidelines on Indigenous relations issues; presents and defends policy research, analysis and proposals to senior management.
- Researches, assembles, analyzes and interprets data related to various Indigenous Relations issues; develops and makes recommendations on strategies regarding on past, present and future impacts of Indigenous relations issues on regional district work; prepares reports and briefings for review by a superior.
- Establishes and maintains effective working relationships with staff, consultants, commercial enterprises and associations, municipal and other levels of government and non-governmental organizations, including First Nations governments.

- Participates in or chairs committees, task forces and working groups involving First Nations, the general public or other stakeholders; makes presentations to various internal and external groups; provides technical advice to a superior and/or political committees.
- Keeps abreast of developments in Indigenous Relations issues in other jurisdictions; undertakes or directs major research studies and projects.
- Coordinates the work of consultants engaged in technical and research projects; monitors consulting services and ensures compliance with specifications and addresses related problems; may supervise technical staff in the absence of a superior.
- Performs related work as required.

**To be successful, you have:**

- University graduation with a degree in public policy and administration, Indigenous studies, political science, community planning, social and economic geography, anthropology, archaeology, or law plus considerable related experience OR a Master's degree in a related discipline plus sound related experience OR an equivalent combination of training and experience.
- Thorough knowledge of provincial, regional and corporate programs, policies and best practices related to Indigenous Relations issues.
- Considerable knowledge of the principles, practices, methods and techniques of researching, evaluating and analyzing data related to issues under review.
- Considerable knowledge of sources of data and current literature, trends and developments in fields related to the work.
- Considerable knowledge of by-laws and legislation related to Indigenous Relations issues and of applicable departmental objectives, rules and regulations.
- Considerable knowledge of the methods, principles and practices of operating computer and peripheral equipment and software applications related to the work.
- Ability to collect, analyze and interpret statistical, technical and narrative data and to prepare clear and concise studies, reports and correspondence.
- Ability to interpret and apply departmental regulations, to formulate strategies and prepare recommendations regarding policy alternatives on First Nations issues, Indigenous interests, and related matters.
- Ability to prioritize and communicate effectively, both orally and in writing and to make presentations.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts, including First Nations whose communities are located within the Metro Vancouver region, which would include an ability to use judgement and diplomacy in a variety of situations.
- Ability to direct and/or coordinate the work of consultants engaged in technical and research projects.
- Driver's Licence for the Province of British Columbia.

**Our Vision:**

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

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Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact [careers@metrovancover.org](mailto:careers@metrovancover.org) for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

*Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by May 8, 2025.*