



IDENTIFICATION

Department	Position Title	
Executive & Indigenous Affairs	FILU/MMIWG Program Analyst	
Position Number	Community	Division/Region
11-17585	Yellowknife	Gender Equity Division

PURPOSE OF THE POSITION

The FILU/MMIWG Program Analyst is responsible for conducting research and analysis to provide informed and coordinated services to the Government of the Northwest Territories and its residents in supporting families of missing and murdered Indigenous Peoples, including women, girls, and 2SLGBTQQIA+ people and men and boys. This position researches and navigates within and between service systems, including all relevant FILU partners and programs, to gather case-specific and/or general information and provide organizational management to sensitive information that family members are seeking, ensuring that information is provided to family members in a trauma-informed and culturally sensitive manner. The FILU/MMIWG Program Analyst also facilitates connections with available services and supports promoting wellness and healing through cultural programs, navigating systems, and assisting with accessing grief counselling.

SCOPE

The Department of Executive and Indigenous Affairs is the lead on the Family Information Liaison Units (FILUs). This position works within the Gender Equity Division (GED), within the Family Information Liaison Unit (FILU) with an approximate budget of \$680,000 annually, working to advance the interests of the GNWT on the MMIWG landscape, accessing additional funding where necessary, and working in partnership with departments, non-profit organizations, and Indigenous Governments.

This position reports to the Project Manager, Family Information Liaison Unit and works collaboratively within the GED and with its partners.

The position works within a legislative and policy framework and carries out its responsibilities in accordance with GNWT and federal legislation, regulations, policies and government procedures. Territorial legislation includes the Public Inquiries Act, Victims of Crime Act, Coroners Act, Access to Information and Protection of Privacy Act, Traditional Knowledge



Policy (53.03), NWT Response to the Truth and Reconciliation Commission, and Changing the Relationship: GNWT's response to 'Reclaiming Power and Place: The Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls'. The Federal acts this position operates within include the Criminal Code, Inquiries Act, and RCMP Act.

RESPONSIBILITIES

- 1. Provide expert advice and direction on operational issues as they relate to Missing and Murdered Indigenous Women, Girls, 2SLGBTQQIA+People (MMIWG), and the Family Information Liaison Unit (FILU):**
 - Assist with departmental responsibility for the MMIWG Calls to Justice and the GNWT MMIWG Action Plan.
 - Provide program analysis, support, and advice based on research, data analysis, monitoring interjurisdictional trends, funding supports, and best practices.
 - Develop informed approaches and strategies under the direction of the Director and FILU manager.
- 2. Ensure implications for the department are assessed and mitigated in areas of MMIWG programming, funding, and political impacts:**
 - Maintain a strong understanding of territorial, provincial, national, and domestic political environments.
 - Recognize the need for a strong position in these areas while working within the confines of legislation and budgetary restraints.
- 3. Analyze, evaluate, and interpret legislation, policies, and initiatives:**
 - Ensure the GNWT is responding to within legislation MMIWG and FILU related concerns appropriately, and in some areas proactively.
 - Work collaboratively with other FILUs, MMIWG programs, and will coordinate the MMIWG Advisory Committee work for the GNWT.
- 4. Evaluate programs for effectiveness and efficiency and review emerging needs based on trends research, data analysis, available funding, and collaborative arrangements:**
 - Work to position the GNWT and programs to advantage and leverage available resources at all stages
 - Monitor the direction and development of issues and initiatives in other departments, levels of government, Indigenous organizations, non-governmental organizations, and private industry where MMIWG and FILU interests intersect.



5. Provide GNWT departments with advice, guidance, and interpretation on MMIWG related issues:

- Develop strategic plans, frameworks and other initiatives that are either departmental specific or have broad cross-departmental implications with regard to MMIWG and the Calls for Justice.
- Identify and assess new policy announcements made by the federal government that have the potential to impact MMIWG and FILU programming in the NWT.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent will be exposed to frequent conflicting interests and perspectives and works in an environment where there are political and public expectations and diverse client needs which require diplomacy and sound judgment. Working directly with clients who are dealing with multiple complex issues and trauma or may be under the influence of substances can expose the incumbent to hostile and unpredictable behaviour. The incumbent is required to travel several times per year.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the system of governance in the NWT and an understanding of the NWT's economic, social, cultural and political environment.
- Written communication skills for a variety of areas including Ministerial and Departmental briefing notes and correspondence, policy, and program documents.
- Ability to prepare and/or analyze, interpret and critically assess information, legislation, policies, provincial/territorial/federal and departmental initiatives, and Cabinet and FMB direction.
- Ability to communicate with Federal and GNWT departments, Indigenous governments, Indigenous organizations, non-governmental organizations, community governments, stakeholders and contractors.
- Research, analytical, problem solving and planning skills.
- Organizational skills, including facilitation for meetings, discussions, and training workshops.



- Computer technology skills for communication, project tracking and presentations.
- Ability to manage projects, time and tasks efficiently and effectively.
- Knowledge of standard budgeting and accounting concepts and techniques.
- Ability to speak publicly, facilitate discussions, and work independently.
- Ability to work effectively in a cross-cultural environment.
- Understanding of northern cultures, languages and people.
- Experience working with Elders and community leaders.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A university degree in Business, Public Administration, Political Science, Social Work, or the Humanities, Law or a related field, with two years of relevant experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

No criminal records check required
 Position of Trust – criminal records check required
 Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

French preferred

Indigenous language: Select language

Required
 Preferred