

**Senior Policy Advisor  
Hotii ts'eeda  
One year term, full time/Secondments welcome**

The senior policy advisor provides policy advice, project management, and leads projects within Hotii ts'eeda. The ideal incumbent will have a Masters or PhD in health, social, or natural sciences, or a Bachelors degree with 5+ progressive experience in policy and project management. Excellent project management, writing, verbal communication and analytical skills are required. The incumbent will show a strong commitment to cultural safety and decolonization, and have a mature and responsible commitment to administrative requirements and proficiency. During Covid precautions, the position will be required to work from home and/or in office, and will not be required to travel outside of Yellowknife.

**Role**

- Temporary lead of the Healthy Families Renewal project – implementation evaluation phase. This role involves temporary leadership until February 2021 to manage a contractor and a working group developing curriculum materials for use by Healthy Program Staff in the NWT, with evaluations being undertaken at 2 sites in the NWT. This will include the ability to review, edit, and suggest improvements to curriculum materials developed based on previous engagement and consultation work and a literature review on culturally safe parenting practices and child development approaches.
- Review, monitor, and keep up to date on developments in health research, patient engagement, and capacity building initiatives related to building culturally safe health system capacity in the NWT;
- Make recommendations and advice on program and initiative proposals to address advice and directions from Hotii ts'eeda partners;
- Work with researchers and communities to develop health related research projects and capacity building initiatives;
- Work with Hotii ts'eeda partners to design and develop initiatives funded by Hotii ts'eeda;
- Write, edit, and review program proposals, documents, and public facing communications on Hotii ts'eeda programs and services;
- Organize and lead and facilitate meetings, workshops, and engagements with partners on zoom and in person (subject to Covid precautions);
- Undertake research required to develop Hotii ts'eeda programming and guidelines.

**Reporting**

The Senior Policy Advisor reports to the Scientific Director.

**Term**

November 2020-November 2021.

**Salary Range**

Level 9 on the Tlicho Government salary scale

**Required Education, Experience, and Qualifications**

A PhD or MA in the health field or natural or physical sciences; or a Bachelors and 3-5 years of progressively responsible experience in a policy development and program and policy management context. Experience in doing original research is desirable. Excellent communication skills and writing abilities, attention to detail and ability to review and edit documents for public release quality. Excellent project management and organizational skills. The incumbent must be collegial and professional and demonstrate a mature and well development commitment to undertaking and fulfilling the administrative requirements of the position. The incumbent must be willing to work independently and with minimal supervision or direction, and feel comfortable making decisions and determining methods of work to achieve required goals and activities within deadlines.