



# FSIN Employment Opportunity

**POSITION:** Senior Researcher/Analyst – Post-Secondary Education File – Education and Training Secretariat

**CLASSIFICATION:** Professional/Specialist

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## PRIMARY FUNCTION:

This position is responsible to provide analytical information, including conducting research as required, to the Education and Training Secretariat; to develop written documentation for briefings, updates and forward planning. Areas can include resource materials, legislation and policy.

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## DUTIES AND RESPONSIBILITIES:

### *Analytical/Technical*

- Conduct, compile and analyze research, as required by the Education and Training Secretariat.
- Support the FSIN Education & Training Secretariat Post-Secondary Education (PSE) File.
- In cooperation and consultation with the Education and Training Secretariat, oversee and ensure the coordination and organization for all necessary PSE File activities.
- Analyze and develop briefings, terms of reference and guiding documentation as required by the Education and Training Secretariat.
- Oversee the PSE File and activities.
- Provide consultative advice and technical support for the PSE File through knowledge and understanding of the education issues at the regional and national levels.
- Provide consultative advice through an in-depth knowledge and understanding of Post-Secondary Education.
- Analyze and develop briefing, terms of reference and guiding documentation for PSE issues and the Education and Training Secretariat.
- Assist and ensure that those engaged in legal and historical documentary/archival reports are properly prepared.
- Develop research proposals as required.
- Provide consultative advice to the Education and Training Secretariat staff on the PSE File.
- Provide analysis on new and/or revisions to current legislation and policies that relate to the promotion, enhancement and implementation of Treaty Rights and/or First Nations education and training.
- Identify potential projects for the Education and Training Secretariat based on provided research.
- Develop work plans.

### *Liaison*

- Maintain effective liaison and communication with all First Nations.
- Identify all stakeholders in terms of obtaining feedback and input on work being completed through the PSE File.
- Report the PSE File activities to the Directors of Education.

- Ensure all agreements and contracts reflect the definition of partnership without prejudice to culture and Treaty.

**Administration**

- Maintain electronic and hard copy files and records.
- Organize the PSE File activities within the established budget.

**Other**

- Work independently or within a team environment.
  - Maintain up-to-date records on work assigned and completed.
  - Other related duties as may be assigned from time to time.
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**QUALIFICATIONS:**

**Education**

- Bachelor of Education or a combination of education and experience.

**Experience, Knowledge and Skills**

- Minimum of 10 years' experience in education, research and policy development.
  - Experience working directly with a First Nation or First Nation organization.
  - Considerable knowledge and understanding of Saskatchewan First Nation customs, cultures and histories.
  - Considerable knowledge and understanding of Inherent and Treaty rights.
  - Considerable knowledge and understanding of First Nation protocols.
  - Considerable knowledge and understanding of local, regional, provincial and national First Nation organizational structures and processes.
  - Practical and theoretical knowledge and understanding of research methodologies.
  - Practical and theoretical knowledge and understanding of policy analysis process.
  - Excellent written and verbal communication skills.
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**Reporting:**

This position reports to the Executive Director of the Education and Training Secretariat.

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Salary is based on an established grid and commensurate with qualifications and experience.

Only candidates selected for interviews will be contacted.

**APPLICATIONS MUST BE RECEIVED BY 12:00 noon on Friday August 13, 2021**

Please submit resumés to:                      Human Resources Office  
Federation of Saskatchewan Indian Nations  
Suite 100 - 103A Packham Avenue  
SASKATOON, SK  
S7N 4K4  
Email: [hrinfo@fsin.com](mailto:hrinfo@fsin.com)