SAIK'UZ FIRST NATION

Position Title: POLICY WRITER
Wage: $31 – $35 per hour
Department: Administration
Supervisor: General Manager
Term: Full-time, Temporary

Job Summary

The Saik'uz First Nations Policy Writer leads the research, development, review, and communication of policies that reflect the Nation's laws, rights, priorities, values, and governance practices. Working collaboratively with leadership, Elders and Knowledge Holders, General Manager and legal counsel, the Policy Writer turns complex information into clear, practical, and culturally grounded policy documents.

The role supports transparent decision-making, effective administration, community accountability, and the protection of the Nation's inherent and constitutionally recognized rights.

[1] Duties & Responsibilities

- Research, draft, revise, and maintain governance, administrative, operational, and program policies.
- Ensure policies align with the Nation's laws, customs, strategic priorities, governance structures, and community direction.
- Analyze legislation, regulations, agreements, court decisions, government initiatives, and emerging issues that may affect the Nation.
- Prepare policy options, briefing notes, discussion papers, reports, procedures, implementation tools, and recommendations for leadership.

[1] This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

- Plan and support respectful engagement with Elders and Knowledge Holders, leadership, staff, and other rights holders.
- Accurately reflect community input while respecting cultural protocols, confidentiality, Indigenous knowledge, and data sovereignty.
- Work with legal counsel and subject-matter specialists to identify risks, authorities, obligations, and implementation requirements.
- Create plain-language summaries, presentations, and communications to help audiences understand approved policies.
- Develop policy templates, approval pathways, review schedules, version controls, and records-management practices.
- Support implementation through training materials, procedures, forms, monitoring frameworks, and evaluation measures.
- Track policy commitments, deadlines, approvals, and outcomes, and provide regular progress updates.
- Perform other related duties consistent with the position.

Qualifications & Skills

- Post-secondary degree in public policy, Indigenous governance, political science, law, public administration, communications, or a related field; an equivalent combination of education, training, and experience may be considered.
- Knowledge of Saik'uz First Nation culture an asset
- Demonstrated experience researching, drafting, reviewing, or implementing policies, laws, bylaws, regulations, agreements, or governance documents.
- Experience working with a First Nation, Indigenous government, Indigenous organization, or in a role requiring a strong understanding of First Nations rights and governance is preferred.
- Knowledge of the historical and contemporary relationships among First Nations and federal, provincial, and local governments.
- Understanding of the United Nations Declaration on the Rights of Indigenous Peoples, the duty to consult and accommodate, and distinctions-based approaches to Indigenous policy.
- Experience conducting engagement, interviews, workshops, or collaborative policy development.
- Strong research, analysis, writing, editing, and document-management skills.
- Proficiency with Microsoft 365 and the ability to learn records, project, or policy-management systems.

We thank everyone for their interest; however,
only those selected for interview will be contacted.

- A valid driver's license and ability to travel may be required.
- Reliable vehicle
- Criminal Record Check – including vulnerable sector

Special Considerations for Position Working Conditions/Physical Effort

- This is a full-time term position, up to 70 hours bi-weekly. Normal hours are 8:30 am to 4:00 pm or as scheduled but it is expected that the incumbent manages workload and demand to maximize service to Saik'uz First Nation.
- The position does not compensate for overtime, however, compensatory time off for overages of hours of work can be taken with the permission of the General Manager.

Position Deliverables, Performance Expectations & Accountability

Bi-Weekly Report

Reports or inventory of policies in original form, draft updates, completed and passed at the table, to the General Manager.

Salary & Benefits

- Wage: $31–$35 per hour
- No benefits - term position.
- 12% in lieu of benefits

To apply, submit a copy of your resume to the Band Office (135 Joseph Street) or via email at **resume@saikuz.com.** If submitting via email, include the position title in the subject line.

Preference will be given to qualified Indigenous applicants as per Section 41 of the Human Rights Code.

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