



Wahnapiatae First Nation

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JOB POSTING

JOB TITLE: Policy and Procedure Specialist
LOCATION: Wahnapiatae First Nation
REPORTS TO: Governance Director
TERM: Full-Time, Permanent
STARTING SALARY: \$35.16

GENERAL ACCOUNTABILITY

The Policy and Procedure Specialist will help to ensure consistency and clarity of Wahnapiatae First Nation (WFN)'s internal policies by developing and reviewing such documents. This will assist staff, Chief and Council, and the public with effective operation and understanding of the administration.

NATURE AND SCOPE OF POSITION

Reporting to the Director of Communications and Governance, the Policy and Procedure Specialist is responsible for developing and maintaining all policy, procedure, and work instruction documents to reflect WFN's operational realities and requirements, so as to enable consistent performance and outcomes. This role works with all departments and internal subject matter experts to revise, refine, and/or create the required documentation that is to be made available to internal and, where appropriate, external audiences.

SPECIFIC RESPONSIBILITIES

- Write various types of documentation, such as operational policies and procedures, forms, and reference guides. This will involve:
 - Gathering information through external research, internal interviews, and review of source documents / existing documentation, where it exists.
 - Analyzing current processes to determine documentation requirements.
 - Managing regular reviews with departmental staff to maintain accuracy and completeness of documents.
 - Ensuring documents comply with WFN standards on language, writing style, structure, and format.
 - Producing documentation for electronic or hard copy publication.
- Perform regular, scheduled updates of the documents produced in conjunction with relevant departmental staff.
- Develop policy templates to be applied to all new and existing policies within WFN, and convert existing policies to said templates.
- Update, edit, and improve existing documents based on established standards, quality, and style guidelines.
- As necessary, participate in project teams and make recommendations on the type of information necessary to achieve administrative goals.

QUALIFICATIONS

- Diploma or Degree in Business Administration, communications, or similar.
- Minimum of 1 year of policy and procedure development experience.
- Knowledge of ESA standards, The Canadian Press Stylebook.
- Strong interviewing and listening skills.
- Strong research skills, through a variety of mediums.
- Strong organizational skills
- Excellent interpersonal, written, and verbal communication skills.
- Time management/ability to perform comfortably in a fast-paced, deadline-oriented work environment.
- Strong ability to:
 - Write clearly, concisely, and accurately
 - Write for a wide variety of audiences
 - Proofread and edit
 - Pay attention to detail
 - Demonstrate initiative, problem-solving, and decision-making within scope of responsibilities
- Comprehend abstract and complex concepts and translate them to concrete, simple, user-friendly documents.
- Effectively collaborate in a team environment, and also to operate independently with minimal supervision.
- Maintain confidentiality of sensitive information.
- Proficient in MS Office Suite, including Word, Excel, and Teams.

WORKING CONDITIONS

- This position is primarily remote, and requires some on-site travel.

How to Apply:

Please forward your cover letter, resume, and three (3) work references by email to recruitment@wahnapietfn.com

Anishinabek and First Nation members are encouraged to apply. We thank all applicants for their interest, however, only those interviewed will be contacted.