**Aboriginal Affairs and Northern Development Canada**

***Junior Analyst***

**Education**
Enrolment in a post-secondary program in a field of study relevant to the position, including history, policy analysis, negotiation, conflict resolution, land and resource management, geography, or public administration

• Effective written and oral communication skills
• Computer/word processing skills
• Ability to manage work activities, meet deadlines and work effectively under pressure
• Ability to research and analyze complex issues
• Dependability
• Interpersonal skills

**ASSET QUALIFICATIONS** (Asset qualifications are not essential to perform the work but – now or in the future – would benefit the organization or be an enhancement in terms of the work to be performed.)

• Knowledge of Aboriginal issues
• Knowledge of the BC treaty process and issues being negotiated at the treaty table
• An understanding of common methods of quantitative analysis and/or of intergovernmental fiscal relations

**KEY WORK ACTIVITIES**

• Conducts research/analysis and consults with federal officials on a variety of treaty negotiation issues and topics for preparation of written and oral submissions required to support treaty negotiations.
• Advises and supports the federal team in meetings or negotiations through the clarification and contribution of ideas as appropriate.
• Schedules and coordinates briefing and strategy sessions, workshops and meetings, and makes travel arrangements as needed.
• Coordinates or organizes record-keeping and information retrieval/management, including tracking or initiating action items.
• May be asked to conduct quantitative and qualitative analysis related to natural resource revenue sharing, land claims, intergovernmental fiscal relations and financial transfers in support of treaty negotiations with First Nations in British Columbia.
• May be asked to develop and maintain databases.