



Yaqit ʔa·knuqʔiʔit

Job Description

POSITION TITLE:	Policy & Systems Specialist
LOCATION:	Yaqit ʔa·knuqʔiʔit First Nation (Tobacco Plains Indian Band), Grasmere, BC
DEPARTMENT:	Shared Services
CLASSIFICATION:	Staff
REPORTS TO:	Director, Shared Services

JOB SUMMARY:

The Policy & Systems Specialist leads the development, implementation, and continuous improvement of organizational policy, records management and administrative systems to support strong governance, accountability, consistency and operational effectiveness across Yaqit ʔa·knuqʔiʔit.

This role provides centralized coordination of the organization’s policy environment, ensuring policies are clear, current, accessible, and aligned with organizational priorities and applicable legal and regulatory requirements. The position also oversees the development and maintenance of critical systems such as records management and document control, strengthening the integrity and accessibility of organizational information.

This position collaborates across departments to ensure policies and processes are practical, consistently applied, and effectively integrated into day-to-day operations.

CULTURAL SAFETY:

All positions at Yaqit a·knuqʔiʔit First Nation must serve the ʔakanuxunik’ people in a manner that respects, enhances, and promotes the cultural identity and well-being of both the individual and the staff. This position is responsible for:

- Ensuring policy development reflects community values, traditions, and governance principles.
- Supporting inclusive and transparent engagement processes in policy development.
- Promoting culturally grounded governance practices and decision-making.
- Upholding confidentiality, professionalism, and respect in all organizational processes.

KEY RESPONSIBILITIES:

- Lead the development and implementation of comprehensive organizational policy frameworks aligned with community priorities, governance standards, and strategic objectives.
- Provide strategic oversight of internal workflows and records management systems, identifying and implementing best practices to strengthen governance and operational efficiency.
- Ensure alignment between policies, procedures, and day-to-day operations across all departments.
- Build and strengthen internal policy development capacity by creating standardized tools, templates, and guidance resources.
- Oversee the review, evaluation, and modernization of existing policies, identifying gaps, risks, and opportunities for improvement.
- Ensure policies and organizational practices comply with legal requirements and governance principles, coordinating legal review where appropriate.
- Provide high-level advisory support to senior staff and departments on policy interpretation, organizational development, and process improvement.
- Lead cross-functional collaboration to integrate policy into operational and strategic planning.
- Direct the drafting, review, and approval process for new and amended policies, ensuring clarity, consistency, and alignment.

- Monitor and evaluate policy effectiveness and organizational performance, recommending continuous improvements.
- Establish systems for tracking policy implementation, compliance, and outcomes.
- Lead the development, implementation, and continuous improvement of organizational records management and document control systems.
- Establish and maintain systems for policy and records tracking, version control, and lifecycle management of official documents.
- Ensure organizational records and policies are accurate, accessible, and maintained in accordance with applicable standards and requirements.
- Support the administrative coordination and quality control of Council documentation processes, including templates, standards, and records consistency.
- Identify and implement improvements to internal administrative systems, workflows, and information management practices.
- Other duties, as assigned.

KEY COMPETENCIES:

- Strategic thinking and policy development expertise.
- Strong understanding of governance systems and organizational design.
- Leadership and cross-functional collaboration skills.
- Excellent analytical, writing, and communication abilities.
- Ability to translate complex policy into practical, operational guidance.
- High level of professionalism, discretion, and ethical judgment.
- Strong project management and organizational skills.
- Knowledge of First Nation governance structures and community engagement practices.
- Sensitivity and understanding of the unique cultural environment of a First Nation organization.

QUALIFICATIONS:

- Post-secondary education in Public Administration, Indigenous Governance, Law, Policy Studies, or related field.
- Minimum 3-5 years of progressive experience in policy development, governance, or organizational leadership
- Experience working within a First Nations or Indigenous governance environment is a strong asset.
- Demonstrated experience leading organizational change or policy modernization initiatives.
- Strong knowledge of governance frameworks, legislation, and compliance requirements.
- Proficiency in Microsoft Office and document management systems.
- Valid Class 5 Driver’s License and clean driver’s abstract.
- Criminal Record Check (required upon hiring).

WORKING CONDITIONS/ JOB ENVIRONMENT:

- Physical Demands – Primarily sedentary office work, extended periods at computer and/or sitting.
- Environment – Standard office setting with flexibility for hybrid or remote work as approved. Occasional travel for meetings, events, community engagement may be required.
- Mental Effort – Frequent attention to detail, multitasking, managing competing deadlines, and handling sensitive communications. Ability to adapt to urgent requests and dynamic schedules.
- Position Type/Expected Hours of Work – Full-time, Monday to Friday. Flexibility required for occasional evening or weekend work to support meetings, community events, or urgent needs.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not an exhaustive list of all responsibilities and activities required for the position.