



# **JOB OPPORTUNITY**

## Senior Analyst, Strategy and Economic Development

Position Type: Salary / Full-time  
Location: Haida Gwaii or North Vancouver

### POSITION SUMMARY

Haida Enterprise Corporation (HaiCo) is a Haida-owned company, wholly owned by the Council of the Haida Nation. HaiCo owns and operates Taan Forest Limited Partnership (Taan), Haida Tourism Limited Partnership (Haida Tourism), and Haida Wild Limited Partnership (Haida Wild). HaiCo is focused on building Haida owned enterprises that reflect Haida cultural values, investing in the training and mentorship of Haida Citizens, creating careers and improving the lives of Haida Citizens and the economy of Haida Gwaii.

The Senior Analyst, Strategy and Economic Development reports to the Chief Financial Officer of HaiCo. Responsibilities include identification and full analysis of strategic initiatives including both new initiatives/ventures and proposed changes to existing operations. Analysis will include development of detailed business plans where directed. Solving business problems, detailed planning and analysis necessary to establish new business units, and recommended operating models, will be amongst the tasks undertaken by the Analyst. Problem-solving work includes working collaboratively to find opportunities in new markets, growth strategies, new product development, and competitive responses in various business operations of HaiCo.

### DUTIES AND RESPONSIBILITIES

- Corporate Strategic Planning and Project Management
  - Helps develop and assess program and policy options that met identified corporate, department and community needs, and works with staff to recommend solutions and implementation strategies.
  - Works with the management team and other relevant staff to recommend and in implementing viable solutions and strategies to achieve departmental objectives.
  - Assist with the coordination of concurrent project initiatives and demonstrates knowledge of project management methods and techniques.
  - Develops and maintains processes, guidelines, and templates for corporate use.
  
- Policy Research, Analysis and Performance Monitoring
  - Contributes towards production of analytical reports and process mapping of organizational workflows.
  - Analyzes performance data to identify trends and recommend process improvements to enhance program effectiveness and service delivery.
  - Research policies and industry best practices
  - Tracks, researches, analyzes, interests, and evaluates the impact of new and existing programs, legislation, initiatives, policies and operational issues.
  - Compiles data, statistics and information; conducts research and provides analysis.
  - Prepares reports, briefing notes, background materials and presentations on a wide range of policies, program, and special projects, from a technical and operational perspective for management as required.

- Business Improvements and Transformations
  - Participate in business reviews and program evaluations to improve service delivery and ensure effective integration of corporate and divisional initiatives.
  - Assists with the implementation of process improvements including working with departments/divisions on implementation of process enhancements.
  - Communicates and liaises with employees and consultants and works to ensure input and representation from key parties are obtained and maintained.
- Funding Opportunities
  - Monitor and review grant funding opportunities and communicate these to relevant stakeholders.
  - With the involvement of management and staff, write and submit grant applications.
  - Monitor project progress against awarded grants and submit required progress reports.
- Internal Support
  - Works with staff, management, and other departments to ensure an integrated and practical approach to program development and implementation consistent with corporate procedures.
  - Assists management in the development and implementation of communications strategies and tools for the implementation and rollout of strategic and corporate plan process and initiatives.
  - Participates on internal and external committees, working groups, and special projects as required.
  - Develops and assists in development of strategic high-level documentation and board meeting documents such as Annual Operating Plans, briefing notes and any other outputs as required.
  - Responds to inquires and resolves concerns, as appropriate.
  - Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Outstanding organizational and administrative skills and the ability to multi-task and work to deadlines.
- Excellent knowledge of communications, policies, procedures, and organizational flow mapping.
- Strong interpersonal skills that enable positive engagement with departments, consultants, management, and staff.
- Ability to provide training and mentorship to other employees to help increase the team's skill set.
- Proven writing skills for internal communications, document development and design and drafting reports, grant submissions, briefing notes, meeting minutes and presentations to communicate information to diverse audiences.
- Knowledge of and ability to meet corporate core competencies, including customer service, communication, teamwork, initiatives, self-management, accountability, flexibility and adaptability.
- Excellent verbal and written communication skills requires.
- Proficient using MS Office, including Outlook, Word, Teams, Excel, PowerPoint and SharePoint.
- Ability to set goals, prioritize tasks and carry out responsibilities to achieve quality results.

## **TRAINING, EDUCATION AND EXPERIENCE**

- Successful completion of a University Degree in Public or Business Administration, Political Sciences, Economics, or Communications, or a related field or equivalent combination of education and experience.
- Over five years experience in a related field.

- Experience in First Nations Business development as asset.
- Experience and knowledge of First Nations and/or Haida culture an asset.

## HOW TO APPLY

For job postings there will need to be direction on where to submit the applications, for example:

Please forward your resume and cover letter to [careers@haico.ca](mailto:careers@haico.ca) with the subject line Senior Analyst, Strategy and Economic Development. Preference will be given to qualified Haida applicants. Only applicants to be interviewed will be contacted. **Application Deadline: April 26, 2023**