



TSUUT'INA NATION HUMAN RESOURCES DEPARTMENT

9911 Chiila Boulevard, Tsuut'ina Nation, AB T2W 6H6

Phone: 403-238-6107
Email: jobs@tsuutina.com

EMPLOYMENT OPPORTUNITY

Legislation and Policy Writer

Title: Legislation and Policy Writer
Department: Legislation Procedures Technical Services
Reports to: LPTS Director

JOB SUMMARY: The Legislation and Policy Writer works in collaboration with the LPTS Department drafting legislation in accordance with the Tsuut'ina Nation Legislative Process. The Legislation and Policy Writer performs a variety of functions both independently and in a team environment.

DUTIES AND RESPONSIBILITIES:

- a. Works in collaboration with the Tsuut'ina Nation Government, Senior Management, Staff and Citizens to obtain information for Tsuut'ina Legislation
- b. Review, writes, or amends Tsuut'ina Legislation, working in collaboration with the Legislative Legal Counsel and content providers using the Tsuut'ina Nation Legislation process.
- c. Performs research by collecting data from focus groups, meeting, surveys, International, Federal and Provincial Legislation etc. for Legislative Documents.
- d. Provides facilitation support for LPTS Director and Senior Management.
- e. Responsible to ensure that presentation equipment is working and available.
- f. Works as a team member to assist with writing or other duties for the ratification of Tsuut'ina Legislation.
- g. Communicates orally and in writing to Chief and Council, managers, technicians, lawyers, staff, board members and to related individuals as well as forwarding documents and correspondence
- h. Must attend Tsuut'ina Nation Chief and Council Meeting as directed, as well as any other meetings as directed by the LPTS Director

QUALIFICATIONS AND SKILLS REQUIREMENTS:

- Knowledge about Treaty No 7, Treaty Relations with Canada, Jurisdictional Authority of Tsuut'ina;
- Excellent computer proficiency (MS Office-Word, Excel and Outlook);
- Ability to work independently and manage multiple projects;
- Strong interpersonal skills to work effectively in a team environment;
- Be able to accept constructive criticism and take direction;
- Have an analytical mind;
- Be reliable, respectful, honest, and willing to learn;
- Strong editing, writing, compositional, communication and research skills
- Ability to draft in simple and clear language, bearing in mind the end-user;
- Ability to facilitate effective and accurate communication;

GENERAL REQUIREMENT:

- a) At least one year of substantive professional experience and education related to legislation/policy development, with a strong emphasis on writing, analysis and communications.
- b) Experience with Post-Secondary education (preferred degree in Public Policy, English, or specialized diploma in Technical Writing).
- c) Must have a valid Alberta Driver's License and must have own reliable transportation
- d) Must be willing to sign an Oath of Confidentiality and must be able to pass a security clearance
- e) Must be willing to Travel and must hold a current valid credit card for travel purpose

SALARY: Commensurate with education and experience

Please apply in writing, including a resume to:

Tsuu T'ina Nation Human Resources Department

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Competition Open: December 6, 2018

Competition Closed: January 3, 2019