

Junior Analyst – Job Description

The **Specific Claims Branch (SCB) of Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC)** is responsible for resolving specific claims accepted for negotiation by the Government of Canada. Specific Claims deal with the past grievances of First Nations. These grievances relate to Canada's obligations under historic treaties or how it has managed First Nation funds or assets. SCB Vancouver requires a **Junior Analyst - Negotiation** to support the negotiation, settlement and compensation of specific claims in BC.

Anticipated start and end dates: week of January 4th, 2021 and week of April 26th, 2021.

This position will have an important role in supporting negotiations and may have the opportunity to participate in meetings with different stakeholders and First Nations. Duties may include, but are not limited to:

- Conducting historical and financial/economical research across a variety of databases and repositories and using primary/secondary sources
- Organizing and analyzing research findings;
- Preparing informational charts, written summaries or reports on claim-related issues;
- Drafting formal correspondence and briefing notes;
- Participating in and preparing minutes of technical and/or negotiation meetings, proposing and developing compensation profiles and financial mandates; and
- Supporting federal negotiators at meetings and other related duties.

ESSENTIAL QUALIFICATIONS FOR Junior Analyst - Negotiation

To be assessed from the cover letter, and resume

Please outline in your cover letter how you meet these qualifications using concrete examples.

- English proficiency
- Undergraduate or graduate student enrolled in any of the social sciences
- Ability to manage work activities, meet deadlines effectively under pressure
- Ability to research and analyze complex issues
- Ability to present complex issues in various formats
- Effective oral and written communication

Conditions of Employment

Reference checks will be conducted. All successful candidates must obtain a security clearance conducted by CIRNAC at the reliability level prior to starting the position.

NOTE: Preference may be given to candidates who have a working proficiency in French.

The Specific Claim Branch will be following advice and recommendations from Vancouver Coastal Health, the Provincial Government and the Government of Canada to ensure the health and safety of employees during the COVID-19 pandemic. It is anticipated that employees may work remotely for the duration of the term and will be supported with internet access to documents and government email, meetings via MS-Teams and conference calls.

Hours Per Week

37.5

Salary Type

Hourly

Location

Nationwide Canada

Onsite/Remote Work

Fully remote

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Work Cited

Government of Canada. "Junior Analyst – Job Description." *Crown-Indigenous Relations and Northern Affairs Canada*. <https://www.canada.ca/en/crown-indigenous-relations-northern-affairs.html>. Accessed 10 Dec. 2020.

54321 Lauren Drive
Surrey, B.C. V4S 2B7

December 10, 2020

Mr. Benny Taylor
Director, BC Specific Claims Resolution
Government of Canada
1138 Melville Street
Vancouver, B.C. V6E 4S3

Dear Mr. Taylor,

Please consider my application for the junior analyst position with Crown-Indigenous Relations and Northern Affairs Canada at the Specific Claims Branch, as advertised on November 27 on the Government of Canada website. As a fourth-year political science student with a background in Canadian history, my experience conducting research both in an academic and professional setting makes me an excellent candidate for this position.

As you can see from my enclosed résumé, I am often tasked with writing research papers and summaries via examining primary and secondary scholarly sources. For instance, I produced a research article addressing the impact of Indigenous oral traditions in Canadian common law, using five primary documents. I familiarized myself with different research methodologies and repositories. I also have extensive experience working with government databases for statistical purposes. Furthermore, I solidified my ability to summarize broad concepts in a concise manner while writing research papers, summaries and reports.

My time with the Supreme Court of B.C. gave me the unique opportunity to learn about the Canadian litigation process. While carrying out various administrative tasks, I was able to work with various different governmental databases. I frequently kept track of minutes in meetings, prepared informational charts and hosted technology information sessions. This position strongly reinforced my knowledge about the Canadian justice system, as well as my knowledge of governmental practices and policies. It also heightened my ability to communicate effectively both orally and in writing.

I am eager to explore an opportunity to work for the Specific Claims Branch. My unique professional background combined with my ability to meet deadlines and present complex issues in various formats makes me a great addition to your team. To arrange an interview, please email me at: e.fasciani@alumni.ubc.ca. Thank you for taking the time to consider my application.

Sincerely,

Eugenia Fasciani

Eugenia Fasciani

Encl. Résumé

Eugenia Fasciani

54321 Lauren Drive
Surrey, B.C. V4S 2B7

Phone: (604) 888-8888
Email: e.fasciani@ubc.alumni.ca

Objective: To secure a junior analyst position that capitalizes on my expertise in researching, analyzing data, summarizing lengthy reports and communicating effectively in writing with the opportunity for advancement.

Education: University of British Columbia, Vancouver B.C.
2016-present **Bachelor of Arts in Political Science (4th year student)**

- Political Science 306 - Local and regional political institutions and processes in Canada
- History 326 - Canada since 1945, with focus on immigration policy, the welfare state and Aboriginal peoples

Employment: Communications Assistant (Co-op)
2017-2020 Surrey Women's Centre, Surrey B.C.

- Researched and analyzed economic policies while converting those findings into both summary report formatting using primary and secondary sources
- Reviewed documents and summarized records from group therapy sessions in order to develop customized healing circle sessions for Indigenous women.
- Classified university sexual assault policies and created briefing notes and informational charts for the Centre's executive directors

2016-2017 **Learning Technology/Administrative Student (Co-op)**
Supreme Court of British Columbia, Vancouver B.C.

- Provided technology training sessions to judges and staff while subsequently composing written summary reports with outcomes and recommendations for future workshops
- Classified judgement template documents and compiled a list of formatting suggestions
- Gained insight into prominent Indigenous litigation issues and provincial laws and statutes pertaining to various issues

2015-2016 **Customer Service Representative**
S & K Enterprises, New Westminster B.C.

- Interacted with multiple members of the public to raise funds for a local charity and advised on strategies to increase sales during department meetings
- Demonstrated exceptional sales ability and strong interpersonal skills when meeting deadlines for sales quotas
- Took on administrative role that focused on creating an organized and secure client database for storing meeting minutes

Personal: Languages French and Italian (working proficiency) **Computer Skills** Webcats, GIC software, MS Office

Certification Excel and Word Processing **Interests** Canadian history, Indigenous issues

References: Available upon request.

54321 Lauren Drive
Surrey, B.C. V4S 2B7

December 10, 2020

Amanda Olsen
Communications Director
Surrey Women's Centre
10075 Whalley Blvd
Surrey, B.C. V3T 4G1

Dear Ms. Olsen,

Hope this letter finds you well. The time I spent working on the 'Beautiful Babies Campaign,' and the Indigenous Healing Circles under your supervision had a profound impact on the focus of my undergraduate degree. During my time at the Surrey Women's Centre you may recall that I expressed interest in pursuing a career in the public service upon graduation.

Recently, a junior analyst position with the Specific Claims Branch at Crown-Indigenous Relations and Northern Affairs Canada became available. Since I am graduating in May of next year, this role would allow me the opportunity to seamlessly transition into the field of my choice. As a former supervisor, I am hoping that you will have a high enough regard for my work ethic to be able to write a letter of reference.

Working as a Communications Assistant at the Surrey Women's Centre has allowed me to work closely with both Indigenous members of the community and with different interest groups. I reported on Indigenous issues by conducting internet and archival research. I then presented those findings in both report and blog form. These findings were presented to both staff and supporters of the Centre. I reviewed documents and summarized records from group therapy sessions in order to develop customized programs for Indigenous women. Many of the skills that I developed in this role will be applicable to the junior analyst position.

Enclosed for your review is the job advertisement and a copy of my resume that will be helpful in composing a reference letter. Please let me know if you need any additional information to act as a reference on my behalf. You may reach me by email at: e.fasciani@alumni.ubc.ca. Thank you for taking the time to consider my request.

Sincerely,

Eugenia Fasciani

Eugenia Fasciani

Encl. Job advertisement, Résumé

54321 Lauren Drive
Surrey, B.C. V4S 2B7

December 10, 2020

Mr. Ryan Waters
Technology Implementation Manager
Supreme Court of B.C.
800 Smithe Street
Vancouver, BC V6Z 2E1

Dear Mr. Waters,

Hope this letter finds you well. It was lovely running into you last month at the 20th Annual Technology Expo held at the Vancouver Convention Centre. As you may recall, I mentioned that I am graduating sometime in May 2021 and I am looking to work in the public service upon graduation.

Recently, a junior analyst position with the Specific Claims Branch at Crown-Indigenous Relations and Northern Affairs Canada has become available. This role would allow me the opportunity to seamlessly transition into the field of my choice. As a former supervisor, I am hoping that you will have a high enough regard for my work to be able to write a letter of reference.

My time with the Supreme Court of B.C. gave me the unique opportunity to learn about the Canadian litigation process. While carrying out various administrative tasks, I was able to work with various different governmental databases and archival documents. I frequently kept track of meeting minutes, led projects and hosted technology information sessions. I also composed reports and provided suggestions for improvement to the technology sessions. This position strongly reinforced my knowledge about the Canadian justice system as well as my knowledge of governmental practices and policies. It also heightened my ability to remain organized and attentive in order to meet deadlines, all of which are relevant to the junior analyst position.

Enclosed for your review is the job advertisement and a copy of my resume that will be helpful in composing a reference letter. Please let me know if you need any additional information to act as a reference on my behalf. You may reach me by email at: e.fasciani@alumni.ubc.ca. Thank you for taking the time to consider my request.

Sincerely,

Eugenia Fasciani

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54321 Lauren Drive
Surrey, B.C. V4S 2B7

December 10, 2020

Dr. Marlene Evans
Department of Political Science
1866 Main Mall
Vancouver, BC V6T 1Z1

Dear Dr. Evans,

Hope this letter finds you well. I took Political Science 457 last semester with you and was astounded to learn of all the different issues facing Aboriginal litigation. I appreciate all of the advice you gave me throughout the term and the dedication you have toward your students. As you may recall, I mentioned that I am graduating sometime in May 2021 and I am looking to work in the public service upon graduation.

Recently, a junior analyst position with the Specific Claims Branch at Crown-Indigenous Relations and Northern Affairs Canada has become available. This role would allow me the opportunity to seamlessly transition into the field of my choice. As a former professor of mine, I am hoping that you will have a high enough regard for my work to be able to write a letter of reference.

In Political Science 457, I wrote numerous research papers and article summaries via examining primary and secondary scholarly sources. For instance, I produced a research paper addressing the impact of Indigenous oral traditions in Canadian common law, using five primary documents. I familiarized myself with different research methodologies as per the course objectives. Furthermore, I solidified my ability to summarize broad concepts in a concise manner and received 90% in the course. This class strongly reinforced my knowledge about the Canadian justice system, and it heightened my ability to remain organized and attentive to meet deadlines. All of these factors are relevant to the junior analyst position.

Enclosed for your review is the job advertisement and a copy of my resume that will be helpful in composing a reference letter. Please let me know if you need any additional information to act as a reference on my behalf. You may reach me by email at: e.fasciani@alumni.ubc.ca. Thank you for taking the time to consider my request.

Sincerely,

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