



IDENTIFICATION

Department	Position Title	
Finance	Intern Policy Officer	
Position Number	Community	Division/Region
15-12916	Yellowknife	Policy, Legislation and Communications

PURPOSE OF THE POSITION

This position will offer an intern the experience and training necessary to support policy analysis and development and will complement the incumbent's education through hands-on experience in research, analysis and writing in a public service environment. The Intern - Policy Officer assists in developing legislation, policies, and programs and providing relevant information, analysis and advice to decision makers as well as assisting departmental communications plans and strategies.

SCOPE

Reporting to the Manager, Policy, Legislation and Communications, this position supports the role of the Policy, Legislation and Communication Division to provide policy and strategic support services for the department, to develop and maintain departmental policies, and to provide expert financial, strategic, and public relations advice.

The intern will maintain an understanding of human resource, finance, indigenous affairs and executive issues and trends which inform the "big picture" overview of government policy and translate this awareness into an array of legislation, policy and working advice.

The Intern - Policy Officer works closely with a team responsible for legislation, policy, and communications. When providing assistance in these areas, the incumbent is often required to work under tight deadlines with information of a confidential nature.

RESPONSIBILITIES

1. Complete research project by:

- Conducting research to assist in the development of policy or in support of other departmental initiatives.
- Review programs and documents and provide summaries and recommendations for future direction.



- Conduct inter-jurisdictional research on human resource management practices.
- Provide analysis of issues, opportunities, and best practices.
- Develop research papers on significant GNWT-wide issues.

2. Assist in development of legislative and policy proposals that are consistent with existing legislation and the Department's vision and mandate. Legislative and policy proposals should consider alternative approaches along with analysis of the benefits and costs by:

- Determine key conceptual issues (e.g. potential impact on clients, boards, and financial resources);
- Develop plans to research legislation and a wide range of policies.
- Conduct basic analysis of the financial implication of policies.
- Assist in consulting with stakeholders, GNWT departments and the general public.
- Research, review, and compile information from a variety of sources including other departments, agencies, and jurisdictions.
- Evaluate the quality and reliability of research resources,
- Draft policy documents and decision instruments including option papers, decision papers, policies, and guidelines.

3. Provide general policy support in order for the Division to fulfill its mandate by:

- Prepare briefing notes and responses to correspondence.
- Assist in the preparation, assembly and distribution of documents developed by the Division.
- Review documents prepared by other divisions as needed.
- Participate in project work teams and committees as assigned.
- Prepare resource material for use by practitioners, managers and employees that explains and implements specific programs or policies (e.g. sample letter or other forms, mini-workshops);
- Prepare summaries for presentations and deliver presentations.
- Review direct appointment decision papers from throughout the public service to ensure consistency with Cabinet-approved direct appointment guidelines and human resource management practices.
- Respond to requests for information related to policies and redirect other information requests through the appropriate channels.
- Attending meetings and take notes on behalf of the Division.

4. Support work related to the Legislative Assembly by:

- Assist with the completion of Standing Committees and Legislative Assembly sessional support matters, including oral/written returns, Minister's Statements,



information requests, reports, and briefing notes. This will require researching and analyzing information and making policy recommendations.

- Monitor activity of the Legislative Assembly as required, demonstrate relevant information to senior management and provide policy support in the completion of commitments and undertakings.
- Track commitments and responses to oral and written questions.
- Research and analyze the current northern media and political environment to determine what briefing material may be required by the department and / or Minister.

5. Assist with development and implementation of internal and external communications strategies, plans and activities to promote and enhance the public image and identity of the client departments by

- Working with staff to identify communication needs to programs and services.
- Assisting with the development of communications plans:
- Assisting with the production of communications materials, including plan language editing and writing.
- Ensuring document comply with the GNWT Visual Identity Program (VIP)
- Implementing communications activities by development and distributing materials using various mediums and
- Preparing news releases

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual demands

Sensory Demands

No unusual demands

Mental Demands

No unusual demands

KNOWLEDGE, SKILLS, AND ABILITIES

- Understanding of the role of legislation and policy in a public service context.
- Understanding of human resource and/or management principles within a unionized, public service context.



- Research and analysis skills.
- Oral and written communication skills.
- Planning, organizing, and coordinating skills.
- Service focus skills.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A bachelor's degree in political science, business or public administration, communications, or social sciences.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☒ No criminal records check required.
- ☐ Position of Trust – criminal records check required.
- ☐ Highly sensitive position – requires verification of identity and a criminal record check

French language (check one if applicable)

- ☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred