



IDENTIFICATION

Department	Position Title	
Finance	Intern, Statistics	
Position Number	Community	Division/Region
15-15217	Yellowknife	NWT Bureau of Statistics

PURPOSE OF THE POSITION

The Intern, Statistics will assist current statisticians at the Bureau of Statistics with a wide range of projects by acting as a junior statistician. This will include developing statistical models, producing analytical documents, analyzing data and conducting field work.

SCOPE

The mandate of the Bureau of Statistics is the overall responsibility for the territorial government statistical program. To fulfill this role, the Bureau of Statistics:

- a) Develops, interprets and disseminates economic, social and demographic statistics required for territorial government purposes.
- b) Implements statistical programs for territorial government purposes and provides statistical advice and assistance to departments, regional offices and central agencies;
- c) Coordinates statistical activities within the government to minimize the duplication of statistical effort and to help ensure that the statistics used by the government are current, consistent and accurate;
- d) Represents territorial statistical interests within the national statistical system.
- e) Provides a limited statistical service to the general public, to the private sector and to other governments.

Located in Yellowknife, the Intern, Statistics will report to the Territorial Statistician but will work with all statisticians to improve upon the range and quality of available data and analytical products. The incumbent will have a variety of concurrent projects and will work with numerous clients including government departments and agencies, Indigenous governments and organizations and federal government departments.



RESPONSIBILITIES

1. Provide statistical advice and analytical services.

- Interprets requests, researches appropriate data sources and applies statistically appropriate analytical techniques;
- Documents methodologies and data sources;
- Comprehensibly communicates technical information about data or analysis to users in plain language;
- Analyzes trends and produces reports based on research for dissemination; and
- Produce tables, charts and other dissemination products from data sources.

2. Update and coordinate models under the guidance of statisticians.

- Researches methodologies that might be incorporated in current models;
- Evaluates population projection methodology including research into error measurement; and
- Uses innovation and creativity to coordinate various models and recommend improvements to data sources, processes and methodology.

3. Survey management, processing and dissemination.

- Consults with departments for content on potential surveys
- Develops questionnaires with Bureau staff and clients and helps plan logistics such as organizing field operations, booking travel and hiring interviewers;
- Assists with the training of interviewers as necessary; and
- Travels to communities, manages casual interviewers and conducts surveys.

4. Contribute to the completion of projects and goals for the NWT Bureau of Statistics.

- Works as a team member to ensure all projects and goals are completed on schedule.

WORKING CONDITIONS

Physical Demands

The incumbent may be required to walk around communities in inclement weather conducting surveys. Periodically, they may be required to collect data in situations that might require bending or standing while recording data for long periods of time.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.



Mental Demands

The incumbent may be required to travel to communities for various purposes including conducting surveys in homes. This might include travel on small airplanes and walking around in the dark.

The incumbent will be required to spend long hours of intense concentration when processing statistical data or programming models.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of statistical principles and concepts.
- Analytical and research skills to assess raw data and produce user-friendly reports.
- Computer skills in Microsoft Office Products (Excel, Word, PowerPoint, etc.) and statistical software such as SPSS and R.
- Ability to manage concurrent projects and tasks within deadlines.
- Work both independently and in a team environment.
- Think critically and find innovative solutions to problems.
- 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:

Completion of a bachelor's degree or higher in Statistics or a related discipline.

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 records 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