



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Finance	Intern – Information and Technology Investment	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
15-16976	Yellowknife	Office of the Chief Information Officer

## **PURPOSE OF THE POSITION**

The Intern – Information and Technology Investment works on information and technology (I&T) project and asset portfolio management.

## **SCOPE**

Located in Yellowknife, the incumbent will report to the Manager of Information and Technology Investment, as part of the Governance, Planning & Security division, Office of the Chief Information Officer.

The Governance, Planning & Security division oversees planning and governance of information and technology for the Government of the Northwest Territories. The division oversees a portfolio of over 300 business applications and a capital budget of \$6,500,000 per year.

The incumbent works with the Manager of Information and Technology Investment to lead the capital planning process for projects, to oversee and report on the information and technology capital project portfolio and lead information and technology asset management processes.

The incumbent also assists the Manager of Information and Technology Investment to collect, analyze and report on information and technology expenditures across the government and within information and technology service delivery agencies. The incumbent will also assist with process documentation and communication, such as presenting updates and recording webinars.

The incumbent will gain knowledge of a wide cross-section of project and portfolio management, ranging from project intake, capital planning, the development of investment proposals, project reporting and project management. Based on this learning and experience,



the incumbent will be prepared for an entry-level position in business analysis or project management in the GNWT information and technology or similar sectors. The incumbent will also gain sufficient experience to challenge standard industry certifications such as the Project Management Professional (PMP) designation.

## **RESPONSIBILITIES**

### **1. Project Portfolio Support**

- Works with project delivery groups to collect and analyze project status information (such as budget, schedule, and health)
- Prepares and presents reports on the status of the project portfolio and portfolio performance metrics
- Supports administrative actions to manage the project portfolio, such as developing documentation in support of budget adjustments

### **2. Project Management Support**

- Work with project managers on information and technology delivery projects to prepare plans, develop reports, take notes, create documentation
- Prepare analysis of options, risks, issues, changes, and present findings
- Gain exposure to project management techniques and tools

### **3. Application Portfolio Support**

- Works with technical and business application owners to gather information maintained in the GNWT application inventory
- Work with stakeholders to develop asset lifecycle plans for business applications
- Executes surveys and information-gathering activities on business applications
- Reviews procurement documents and financial records
- Contributes to the improvement and maintenance of the application inventory database and processes

### **4. Business Case Development and Support**

- Contributes to the development of select business cases for new investments in information and technology by conducting research, consulting with internal and external stakeholders
- Contributes to the writing of compelling and concise business case documents and presentations
- Reviews, assesses, and participates in evaluation of business cases for new investments, using established appraisal and prioritization techniques

### **5. Financial Reporting & Analysis**

- Assists with the gathering and collation of information and technology expenditure data from across the government



- Participates in the analysis and investigation into information and technology expenditures, like investigating unknown expenditures
- Contributes to the development of reports and presentations on information and technology expenditures

### **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**

- Basic knowledge of project management, such as the Project Management Body of Knowledge and the project lifecycle.
- Basic knowledge of accounting, like expenditures, revenue, and chart of accounts.
- Basic knowledge of information and technology concepts, such as software, hardware and data.
- Familiarity with investment assessment and appraisal techniques, such as Return-on-Investment and Total Cost of Ownership.
- Ability to summarize complex financial and technical information into simple charts, tables, and bullet points.
- Ability to use data analysis tools, such as pivot tables, charts, and dashboards.
- Ability to produce clear written documentation and notes.
- Ability to solicit information from others through a variety of formats, such as questionnaires, interviews, and group meetings.
- 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 college diploma or university degree in Computer Science, Information Management, Software Development, Business Administration, Business Analysis, or similar field.

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