IDENTIFICATION

Department	Position Title	
Finance	Intern, Business Performance	
Position Number	**Community**	**Division/Region**
15-17232	Yellowknife	Strategic Human Resources

PURPOSE OF THE POSITION

The Intern, Business Performance is responsible for compiling, analyzing, synthesizing information, checking data integrity, review and reporting on GNWT Human Resource Workforce information. The Intern, Business Performance through ongoing initiatives and projects helps to ensure responsive, quality measurement and reporting of business performance for the Department of Finance and HR Services across the GNWT.

SCOPE

The Business Performance Unit is responsible for supporting the Department of Finance and clients in making informed HR business decisions through the strategic and effective delivery of human resource performance reporting, measures, analysis and strategies to improve these measures. This challenge is complicated further as the Department of Finance supports clients in a geographically diverse environment with complex terms and conditions of employment contained in a number of contracts and agreements.

It is critical that there is consistency in the Department of Finance's business performance reporting, measurement and improvement approaches. The incumbent must have a broad understanding of the various human resource functions and the ability to assist in the ongoing measurement, monitoring and assessment of those functions.

Reporting to the Manager, Business Performance, the Intern, Business Performance, provides a sound statistical platform for monitoring and reporting Human Resources Workforce activity and information. The accuracy and timelines of the metrics, statistical data and analysis are imperative to the department and allow Finance staff and other departments' managers to make high quality decisions.

RESPONSIBILITIES

1. Collaborates in the development of detailed analysis, metrics and reports to measure HR Services and HR Workforce Reporting requirements.
- Gathers, maintains, and provides monthly and cumulative tracking of data within the Workforce Reporting Framework.
- Assists with the planning and managing of metrics and reporting for the Department of Finance. This includes the development of metric profiles and the implementation of standard metrics collection and reporting methods for the department.
- Conducts analysis and investigations of raw data collected by applying analytical methods and provides advice about probable effects of alternative solutions to problems.
- Develops comparative analysis of human resource information and provides regular reporting.
- Develops statistically valid trends, monthly and cumulatively, from the data collected, performs relevant statistical analyses and develops models on collected data as requested.
- Packages relevant data analysis into an easily understood presentation formats. Reviews, reconciles and provides process improvement recommendations for data tracking and manipulation.
- Develops clear and concise reports utilizing the current analytical and reporting approaches.
- Prepares statistical metrics for Workforce Reporting as well as inter-jurisdictional reporting of metrics.
- Works to ensure the quality of metrics and support of human resource management through the statistical analysis of relevant data.
- Contributes to the development of FMB Submission/Decision papers, legislative proposals, Briefing Notes, policy papers, guidelines, processes and procedures for the implementation of approved changes/additions.
- Carries out issue of function specific analysis to determine potential areas for review. Analyzes data with standard statistical methods, interprets the results, and provides written summaries of data analyses.

2. Researches, analyzes and summarizes human resource data and employee demographics to support the effective and appropriate development and revision of human resource business performance.
- Monitors trends in metrics and reporting in other jurisdictions (Federal, Territorial and Provincial) and public sectors across_ Canada in order to identify best practices.
- Determines the depth and scope of research, data sources and collection methodology necessary to produce information that will clearly identify the issue.
- Provides the quantitative analysis of government statistical data and provides advice to Department of Finance staff in its interpretation and implications.

- Provides options for changes/additions to metrics and reporting and makes recommendations on the most efficient and effective options in meeting the GNWT's long and short-term human resource objectives for the public service.
- Provides advice and coordinates the execution of special projects related to data collection and analysis. This may include preparation of briefings or support papers related to issues.
- Researches issues to identify errors, omissions, and proposes recommendations.
- Shares the knowledge of analysis techniques and data coding with other staff.
- Participates in ongoing decisions concerning data collection, study design, methodology, and data analysis.
- Develops and delivers analysis and recommendation reports.

3. **Provides ongoing support to various business units within the department and across other departments, boards and agencies to aid in the maintenance of data quality.**
   - Assures the integrity of data and performance measures, including data extraction, storage, manipulation, processing and analysis.
   - Runs pre-established and scheduled quality checks on data stored within PeopleSoft.
   - Informs manager and other relevant Department of Finance managers of information that does not meet quality tests.
   - Determines additional quality test methodology with manager and incorporates into run-schedule.
   - Develops and delivers analysis and recommendation reports.

4. **Provides project management / leadership and support through planning, implementing, monitoring and evaluating for strategic Department of Finance initiatives that involve a business performance or measurement focus or other initiatives as they arise.**
   - Collaborate with colleagues to plan, execute, monitor and evaluate Finance strategic projects as requested.
   - Conduct research, identify and compile data to inform project planning.
   - Collaborate with project sponsors and stakeholder to set project parameters and complete project documentation.
   - Use project management techniques to ensure each project initiative is successful.
   - Prepare and provide regular reports on the status of projects including project milestones, budget, and scope.
   - Develop and implement evaluation strategies using both quantitative and qualitative methodology.
   - Share findings as appropriate in order to use information to make improvements / inform ongoing planning and programming.

5. **Participates in BPU programs and services with an overall, high-level strategic approach that promotes excellence, efficiency and consistency.**
   - Identifies unique opportunities for performance measurement and strategic analytics by analyzing unique outcomes-based data trends, researching best practices, collaborating with communities of interest and connecting with internal subject matter experts.
   - Supports process improvement projects to better leverage existing data sources and performance measures.
   - Collaborates to create and maintain Standard Operating Procedures for BPU services relevant to position.
   - Carries out the administration of records management for BPU while adhering to records management protocol.
   - Helps develop and implement communication strategies and tools for all BPU services.
   - Provides insight into Key Performance Indicators for all human resource services.

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

- Knowledge of Excel including functionalities such as V-lookup, pivot tables, formulas, etc.
- Basic knowledge of Microsoft programs (e.g. Word, Access, Visio and Power Point).
- Ability to listen and respond to a variety of client situations.
- Ability to effectively communicate, both verbally and in writing, with senior managers, technical staff, and other employees within and outside government
- General knowledge of statistical methodologies and techniques.
- Skilled in teamwork with members from a variety of backgrounds and cultures.
- Ability to operate in a collaborative and cooperative environment.

- Ability to show initiative, good judgment, and resourcefulness.
- Willingness to adhere to all principles of confidentiality.
- Ability to prioritize work.
- Some knowledge of Acts, Regulations, and procedures applicable to human resource management.
- Analytical and research skills.
- Knowledge and understanding of human resource services within a unionized, public service context.
- General understanding of government organization, environment, culture, and business strategies.
- 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 business administration or human resources, or related field with an emphasis on statistical research methodology.

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