IDENTIFICATION

Department	Position Title	
Finance	Intern, Software Developer	
Position Number	**Community**	**Division/Region**
15-17237	Yellowknife	Information Systems Shared Services

PURPOSE OF THE POSITION

The Intern Software Developer assists with the design and development of business applications and system integrations. The solutions developed facilitate the achievement of departmental program outcomes and enhance service effectiveness through the use of process and technology.

SCOPE

Located in Yellowknife and reporting to the Manager, Development Services, the Software Developer assists with planning and undertaking software development projects and assignments including interfaces and applications, ensuring implemented solutions meet the anticipated business requirements. Services are delivered on behalf of all GNWT departments and NWT Housing Corporation. Projects and initiatives range from simple to moderately complex and valued at up to approximately $1M and have some organizational financial and reputational risk.

As an Intern software developer, the incumbent assists in the planning, designing, creation, amending, verification, testing and documentation of new and amended software components in order to deliver agreed value to stakeholders. The position assists in the identification, creation and application of agreed software development and security standards and processes, adopting and adapting software development lifecycle models based on the context of the work and selecting appropriately from predictive (plan-driven) approaches or adaptive (iterative/agile) approaches.

The incumbent interacts with and influences colleagues and has working level contact with clients, vendors and partners. It may make recommendations which impact the work assigned to individuals or phases of projects including the work of staff in other departments. The

position is aware of the need to collaborate within the team and represent the user / client needs.

The incumbent performs a range of work, in varied environments requiring the application of a methodical approach to issue definition and resolution.
The position operates under general supervision, using individual discretion in identifying and responding to complex issues and assignments. It receives specific direction, accepts guidance and has work reviewed at agreed milestones. The position holder uses its discretion to determine when issues should be escalated to a higher level.

There is a requirement for security and privacy to their own work and the operation of the organization. The position seeks specialist security and privacy knowledge or advice when required to support their own work or work of immediate colleagues.

The position plans, schedules and monitors its own work within limited deadlines and according to relevant legislation, standards and procedures.

RESPONSIBILITIES

1. **Under the guidance and review of the Manager, takes technical responsibility across all stages and iterations of software development for small to medium projects.**
   - Assists in Coding and verifying programs, scripts and integration software services and components.
   - Contributes to the selection of software development approach for projects selecting appropriately from predictive (plan-driven) approaches or adaptive (iterative/agile) approaches.
   - Applies agreed standards and tools to achieve well-engineered outcomes.
   - Contributes to the development of organizational policies, standards, and guidelines for software development.
   - Assists in in peer reviews of own work and that of colleagues.

2. **Assists in the developing and implementation of test and quality assurance plans.**
   - Assists in reviews of requirements and specifications and defines test conditions.
   - Assists in the design of test cases and test scripts under own direction, mapping back to predetermined criteria.
   - Analyses and reports on test activities and results.
   - Identifies and reports issues and risk associated with own work.

3. **Participates in the development and implementation of system integration plans and report on progress.**
   - Defines software modules needed for an integration and produces a build definition for each generation of the software.

- Accepts completed software modules, ensuring that they meet defined criteria.
- Produces software builds from software source code for installation.
- Configures hardware and software environment as required by the system being integrated.
- Records and diagnosis faults and reports on the impact / risk.
- Conducts integration testing and records and reports on results.
- Assists the production of system integration reports.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

This position undertakes work on which there are client expectations for quality and timely completion of initiatives. The Software Developer will be under pressure to deliver projects leveraging resources which are not under their direct control (including staff from other Departments). Overtime and travel to regional and vendor offices may be required from time to time.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of software development methods, practices and processes.
- General knowledge of Project Management practices such as those described in the Project Management Body of Knowledge (PMBOK).
- General Knowledge of the software development lifecycle, as well as the various methodologies including predictive (plan-driven) approaches or adaptive (iterative/agile).
- Awareness of modern software development and scripting languages, software and tools.
- Understanding of other recognized generic industry and specialist bodies of knowledge as necessary.
- Knowledge of the business of the Government and is able to apply the knowledge effectively in unfamiliar situations and actively maintains own knowledge and contributes to the development of others.

- Ability to absorb new information and applies it effectively.
- Communicates fluently, orally and in writing, and can present complex information to both technical and non-technical audiences.
- Assist with the ability to facilitate collaboration between stakeholders who share common objectives.
- Ability to maintain an awareness of developments in the industry and select appropriately from applicable standards, methods, tools and applications, taking responsibility for driving own development.
- ability to implement software design and programing concepts, processes and methodologies.
- Has a sound generic, domain and specialist knowledge necessary to perform effectively in the organization typically gained from recognized bodies of knowledge and organizational information.
- Demonstrates effective application of knowledge and takes action to develop own knowledge and contributes to the development of others.
- Has an appreciation of the wider business context.
- Contributes fully to the work of teams. Appreciates how their own role relates to other roles and to the business of the ISSS or client.
- 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 an undergraduate degree in computer science or equivalent.

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