



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Intern, Legislation and Policy	
Position Number	Community	Division/Region
21-16538	Yellowknife	Corporate Affairs/HQ

PURPOSE OF THE POSITION

The Intern, Legislation and Policy provides assistance in the development, analysis and review of departmental legislation, policies, and corporate/strategic plans, as well as the preparation of briefing materials and reports for Senior Management.

SCOPE

The Intern, Legislation and Policy position is located in Yellowknife and reports to the Manager of Policy, Planning and Communications. The Intern, Legislation and Policy works closely with and provides support to a team of legislative and policy analysts in areas related to the mandate of the Department of Municipal and Community Affairs.

The Intern, Legislation and Policy will gain knowledge and experience in researching and analyzing legislative and policy initiatives, and developing and reviewing various reports, plans and other documents to ensure consistency with GNWT and Departmental policies and standards. At the end of the internship, the candidate should have an enhanced ability to provide support, analysis and advice on legislation and policy matters pertaining to the Department.

RESPONSIBILITIES

1. Provide legislative support by:

- Assisting in preparation of drafting instructions for the Department of Justice.
- Conducting research to assist in the development of legislation.
- Assisting the Manager and Senior Advisors in reviewing requests for legal opinions and refer to the Department of Justice for legal advice where necessary

2. Provide policy support by:

- Conducting research to assist in development of policy or in support of other departmental initiatives.
- Drafting, editing and compiling briefing materials for the Deputy Minister and Minister on a wide range of policy matters.
- Drafting correspondence and government documents for the Deputy Minister and Minister in response to a wide range of policy matters.
- Coordinating responses on behalf of the department on issues of interdepartmental or intergovernmental significance.
- Assisting in the preparation of GNWT Executive Council submissions.
- Assist in the preparation for sessions of the Legislative Assembly, including compiling and editing briefing materials, monitoring session, and preparing and tracking responses to oral and written questions.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent will be required to work under tight deadlines with information of a confidential nature.

KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of the legislative process of the NWT (i.e. how to facilitate the creation/amendment of new/existing acts and regulations).
- Ability to interpret legislation and suggest appropriate lines of action for issues that may arise within the Department.
- Knowledge of the policy development process as well as different policy instruments (e.g. statutes, regulations, policy, guidelines/best practices).
- Ability to read and interpret legislation.
- Ability to identify and explain key issues in complex documents.
- Skilled with computer software including word processing, database, electronic mail and communications programs.
- Strong writing, analytical, speaking and communication skills.
- Ability to organize, prioritize and work under pressure.
- Ability to work effectively in a diverse cultural, institutional, and geographical context.

Typically, the above qualifications would be attained by:

A Bachelor's Degree in Legal Studies, Public Administration, Social Sciences, Political Science or Arts.

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