



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Intern - Legislation	
Position Number	Community	Division/Region
23-17512	Yellowknife	Policy, Legislation, Evaluation & Communications

## PURPOSE OF THE POSITION

The Intern – Legislation aids in the development, analysis and review of departmental legislation and policy development related to legislation, as well as the preparation of briefing materials Senior Management. The Legislation Intern also aids in coordinating access to information and protection of privacy matters, including assessing the alignment of forms with related legislation and development of Privacy Impact Assessments (PIAs), and assists in developing responses in accordance with the *Access to Information and Protection of Privacy (ATIPP) Act*.

## SCOPE

The Intern – Legislation position is located in Yellowknife and reports to the Manager of Legislation and Legal Affairs in the Policy, Legislation, Evaluation and Communications Division. The department of Environment and Climate Change (ECC) works to promote and support the sustainable use and development of natural resources and to protect, conserve, and enhance the NWT environment for the social and economic benefit of all residents.

The Intern – Legislation will gain knowledge and experience in researching and analyzing legislation and legislative policy initiatives, jurisdictional scanning, ATIPP compliant forms and Privacy Impact Assessments, working with and program areas to coordinate response to ATIPP requests for the ATIPP coordinator as well as 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 amendments to legislation and regulations.
- Conducting research to assist in the development of legislation and the development of policy as it relates to legislative projects.
- Assisting the Manager and Senior Advisors in reviewing requests for legal opinions and refer to the Department of Justice for legal advice where necessary.
- Assisting in the preparation of responses to Access to Information Requests and developing responses in accordance with legislation.

### **2. Provide strategic support for legislative initiatives by:**

- Assisting with the drafting, editing, and compiling briefing materials and correspondence for the Deputy Minister and Minister to support the process of developing and obtaining approval of regulations and legislation.
- Assisting in the preparation of GNWT Executive Council submissions.

### **3. Provide support to implementation of privacy culture in the Department by:**

- Assisting in coordinating the gathering of information to respond to ATIPP requests on behalf of the ATIPP Coordinator.
- Support implementation of ATIPP statements on forms used to collect personal information and develop PIAs for department programs.
- Support implementation of the Department's Privacy Strategy through coordination of events and updating progress.

## **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**

- 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.
- Ability to develop knowledge of the *ATIPP Act* and associated procedures.
- Knowledge of the policy development process as well as different policy instruments (e.g. statutes, regulations, policy, guidelines/best practices).
- 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.
- 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 legal studies, Public Administration, Social Sciences, Political Science or Arts.

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