



IDENTIFICATION

Department	Position Title	
Infrastructure	Intern, Legislation & Policy	
Position Number	Community	Division/Region
33-16993	Yellowknife	Policy, Planning and Communications

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. The Intern, Legislation and Policy also provides assistance in coordinating access to information and protection of privacy matters and assists in developing responses in accordance with the *Access to Information and Protection of Privacy Act*.

SCOPE

The Intern, Legislation and Policy position is located in Yellowknife and reports to the Manager of Legislative Affairs in the Policy, Planning and Communications Division. 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 Infrastructure.

The Department of Infrastructure is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the operation and maintenance of public buildings, transportation infrastructure and systems, project management, facilities planning, design and technical support services, environmental assessment and remediation, property management, disposal of surplus property and goods, motor vehicle and mechanical/electrical regulatory services and fleet management.

The Department is also responsible for programming aimed at increasing the use of domestic energy resources and reducing energy costs in the Northwest Territories (NWT), delivering renewable energy solutions, providing energy supply services to non-market communities, and leading efforts in energy conservation and efficiency. On behalf of the Government of the Northwest Territories (GNWT), the Department of Infrastructure also carries the responsibility



for strategic planning for the GNWT's long term investment in the development of public transportation and energy production and distribution systems for the NWT, as well as the continuity of marine transportation services for the provision of fuel and dry goods to northern destinations.

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 Legislative 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 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

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of the legislative process. (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 *Access to Information and Protection of Privacy 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 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.
- 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