



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Health and Social Services	Intern - Strategic Affairs Officer	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
49-14917	Yellowknife	Policy, Legislation, and Intergovernmental Relations

## **PURPOSE OF THE POSITION**

Under the supervision and mentoring of the Manager, Strategic Affairs, the Intern Strategic Affairs Officer assists in providing objective analysis and broad policy and strategic support for the Department of Health and Social Services and government-wide priorities, strategies, and initiatives. The Intern Strategic Affairs Officer also supports the Strategic Affairs Officers in participation in inter- and intra-departmental and inter-governmental meetings; participation of the Minister and Deputy Minister of Health and Social Services and the Department's senior management in various federal/provincial/territorial (FPT) and other intergovernmental forums; preparing materials to support the Minister and senior management for sessions of the Legislative Assembly, Standing Committees and other intergovernmental meetings; preparing Cabinet submissions and statutory appointments; and facilitating the development of, and reporting related to, intergovernmental agreements, amongst other duties as assigned.

In carrying out assignments, the incumbent will assist colleagues in identifying issues, objectives and options and will take into consideration a number of factors including financial, legal and political impacts as well as a variety of approaches including those from other jurisdictions.

## **SCOPE**

The Intern Strategic Affairs Officer is located in Yellowknife and reports to the Manager, Strategic Affairs. Under the direction of the Director of Policy, Legislation and Intergovernmental Relations and the Manager, Strategic Affairs, the Intern Strategic Affairs Officer supports the Division in its role of preparing for and monitoring sessions of the Legislative Assembly, including reviewing all briefing materials for the Minister of Health and



Social Services, providing advice on potential issues that could arise during sessions, tracking Minister commitments, and assisting in developing response and briefing materials for Senior Management and the Minister

Under the mentorship of the Manager, Strategic Affairs and the Strategic Affairs Officers, the Intern Strategic Affairs Officer supports the Department in interdepartmental, intradepartmental, and intergovernmental committees related to health and social services, including FPT meetings and bilateral meetings with Indigenous governments. This includes participating in and monitoring meetings, and preparing materials to ensure the Minister, Deputy Minister, and senior management, and other GNWT Departments as required, are adequately briefed for participation in these forums.

The Intern Strategic Affairs Officer is also mentored in fulfilling the other strategic and statutory functions of the Department and government-wide initiatives, including preparing Cabinet submissions; coordinating and maintaining up-to-date statutory appointments; facilitating the development of, and reporting related to, intergovernmental agreements; and monitoring, reviewing, and advising on government-wide initiatives. The Intern Strategic Affairs Officer may also participate in other special projects of the division or Department as assigned from time-to-time.

The Intern Strategic Affairs Officer will develop and maintain a good understanding of health and social services issues, trends, policies and governance models, and programs and services offered by the Department and Health and Social Services Authorities.

One significant challenge faced by governments is that mainstream organizations, like health and social services, cannot be separated from the legacy of colonialism and anti-Indigenous racism in Canada. In health and social services settings, present day anti-Indigenous racism or systemic racism, impacts access to services, quality of care, and health outcomes for Indigenous peoples. This also results in a system that inherently privileges the ideas, needs, and norms of the dominant white settler population, including the privileging of western knowledge over Indigenous approaches and ways of knowing.

The HSS system is committed to addressing anti-Indigenous racism and promoting cultural safety and anti-racism. DHSS staff are expected to honour and promote a culturally safe and anti-racist environment at all times and to interact with clients, families, community members, partners, and colleagues in a relationship-based approach. This involves being tactful, respectful, self-aware, and humble in order to develop and maintain ongoing and trusting relationships.



## **RESPONSIBILITIES**

### **1. Prepare Briefing Materials for the Minister and monitors Session of the Legislative Assembly.**

- Work with colleagues to support the preparation of Briefing Binders for session, Minister orientation, meetings and conferences, etc.;
- Support and respond to needs in a timely manner by developing effective working relations and rapport with key people in each of the Divisions using a consultative approach;
- Collect, review, edit, track and finalize Minister's briefing materials; Ensures contributors have access to finalized materials;
- Research Departmental positions, perspectives and precedents and key issues related to health and social services; and
- Track and assist with preparation of responses for commitments made by the Minister.

### **2. Represent the Department on intergovernmental and interdepartmental committees and working groups.**

- Participate in FPT committees related to health and social services and provide research/analytical support to the work of several ad-hoc committees as necessary.
- Prepare support and advice to the Minister and senior management on departmental issues pertaining to FPT and Indigenous activities.
- Coordination preparation for FPT conferences (e.g. Health Ministers, Ministers Responsible for Social Services), Inter-Provincial/Territorial First Ministers conferences (e.g. Council of Federation, Northern Premiers, Western Premiers), including briefing HSS senior management on issues of significance to the GNWT.
- Review and assess material developed for FPT and Indigenous government meetings.
- Ensure, to the extent possible, that department officials have adequate and timely information on the outcomes of FPT conferences and meetings.
- Provide research, analysis, and recommendations on key issues impacting the Department or the GNWT.
- Review and assist in the development of intergovernmental agreements.
- Coordinate the development and submission of reporting required by intergovernmental agreements.
- Makes recommendations on Departmental positions: Presents and explains Departmental positions; and
- Reports on discussions and makes recommendations for further action.

### **3. Facilitate administrative processes related to Statutory Appointments and Cabinet submissions.**

- Receive requests and track progress through the administrative process to facilitate statutory appointments.



- Prepare and track Cabinet documents related to submission of Decision Papers, Direct Appointments, Discussion Papers, Legislative Proposals, and Information Items, Standing Committee letters and presentations, speaking notes, and briefing materials.
  - Prepare reports for the Manager and Director.
4. **Coordinate updates, revisions and follow-up to departmental and GNWT action plans, and Cabinet submissions, and other tracking initiatives such as the review of action items for the GNWT strategic Plan.**
5. **Participate on special projects as assigned from time-to-time.**

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands

#### **Environmental Conditions**

No unusual conditions

#### **Sensory Demands**

No unusual demands

#### **Mental Demands**

No unusual demands

### **KNOWLEDGE, SKILLS AND ABILITIES**

- General familiarity with Departmental goals and objectives and the political and social environment in which the Department programs and services are delivered.
- Familiarity with legislation that affects the delivery of health and social services in the NWT.
- Ability to communicate effectively in writing and verbally to a variety of people with varying backgrounds, knowledge and levels of education.
- Ability to make effective oral presentations.
- Ability to work effectively in teams.
- Ability to organize, prioritize work under pressure with quick turnaround times and deadlines and be proactive.
- Ability to analyze complex issues.

- Ability to review large amounts of information, synthesize, and determine and assess key aspects for consideration.
- 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 Social Sciences.

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