



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Intern – Project Manager	
Position Number	Community	Division/Region
63-17238	Yellowknife	Mineral Resource Legislation

PURPOSE OF THE POSITION

The Intern - Project Manager is responsible to coordinate the activities for the development of an internal procedural manual(s), approvals of the procedures and ongoing maintenance and updates in collaboration with internal stakeholders, to ensure the effective implementation of the new Mineral Resources Act. In addition, this role will support the team in various activities required under the Mineral Resources Act Implementation Project to assist with implementing the new procedures.

The Intern - Project Manager acts in accordance with established directives, standards, policies, guidelines, protocols, and relevant legislation.

SCOPE

Located in Yellowknife, and reporting to the Director of Mineral Resources Legislation, the Intern - Project Manager works in close collaboration with Directors, Managers, and staff in the Department of Industry, Tourism and Investment (ITI) to coordinate project activities related to development of the procedural manual(s).

The Intern Project Manager will provide support to the Mineral Resources Act Implementation Team by performing research activities in support of the work and presenting the results of the research. This work will be carried out in accordance with departmental goals and strategies, as well as GNWT legislation and departmental policy.

The Intern - Project Manager communicates regularly and directly with directors, managers, and staff, in person, by phone and in writing requiring a significant ability to communicate effectively. The Project Manager collaborates with internal staff, and in some situations external stakeholders may be required.



RESPONSIBILITIES

- 1. Provides support to the directors, manager and staff in the Mineral and Petroleum Resources to achieve implementing the *Mineral Resources Act*.**
 - Meet with staff to document intended procedures working under the new regulations.
 - Assist with administrative and logistical support (e.g. setting up meetings) for working towards the new procedures.
 - Assist with preparation and presentation and briefing materials.
 - Support tracking of decisions, action items and facilitates information sharing.
- 2. Support the planning, implementation, and closing of projects.**
 - Develop work plan and oversee completion of tasks, activities and deliverables and keeps team abreast of progress.
 - Prepare project briefings, reports and presentations as requested.
 - Use project findings and outputs to identify potential information needs and gaps.
- 3. Conducts research and analysis within for the purposes of implementing the new procedures.**
 - Research and gather relevant, credible information on the assigned topic or issue using a variety of research methods and tools (inter-jurisdictional scans, web-based research engines and tools, document review, one-on-one meetings, etc.).
 - Synthesize data and information into a procedural manual(s).
- 4. Contribute to the efforts of the Mineral Resources Act Implementation Team by showcasing.**
 - Contribute expertise and represent the Team in internal and external forums, public participation activities, and priority-setting discussions to identify issues and innovative actions for implementation.
 - Foster an environment of community and continuous learning, discovery, joy and solidarity by facilitating and participating in collaborative spaces for internal staff to share information on internal procedures.
- 5. Other assigned duties as directed by the Director, Mineral Resources Act Implementation unit.**

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

- Maintain a working understanding of the value of project management to support initiative implementation.
- Proficiency in working with computer software, i.e., Microsoft Word, Outlook, Excel, and PowerPoint.
- Strong teamwork skills, with the ability to receive direction from others.
- Ability to build and maintain positive working relationships.
- Strong verbal and written communication skills.
- Knowledge of engagement methods
- Knowledge of project management concepts and principles.
- Ability to analyze and synthesize qualitative and quantitative data.
- Ability to gather information from a variety of reputable sources to inform decision making.
- Strong organization and time management skills.
- Ability to effectively prioritize to meet changing demands.
- 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 university degree or, college diploma related to project management, is preferred.

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