



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Intern, Policy Advisor	
Position Number	Community	Division/Region
71-16615	Yellowknife	Policy, Legislation and Communications

PURPOSE OF THE POSITION

The Intern, Policy Advisor provides operational support to the Policy and Strategic Planning section and assistance in the review and development of departmental policies, processes, and corporate plans to ensure the Department conforms to GNWT directives.

SCOPE

Located in Yellowknife, The Intern, Policy Advisor reports to the Senior Policy Advisor. The Intern, Policy Advisor works closely with a team of specialists and analysts responsible for such areas as policy, legislation, communications, and public affairs. When providing assistance in these areas, the incumbent is often required to work under tight deadlines with information of a confidential nature. The intern assists in the provision of policy and planning support to senior management, managers, and staff within Education, Culture and Employment.

RESPONSIBILITIES

1. Provide policy support to the Department by:

- Researching issues and drafting correspondence and government documents for signature by the Deputy Minister or Minister in response to a wide range of policy matters.
- Drafting/editing briefing notes for the Deputy Minister or Minister on a wide range of policy matters.
- Conducting research to assist in development of policy or in support of other departmental initiatives.
- Researching, reviewing and compiling information from a variety of sources, including GNWT Departments and agencies and other jurisdictions.
- Assisting in preparing GNWT documents for approval of the Executive Council.

- Preparing briefing books for the Minister and/or Deputy Minister.
- Participating in interdepartmental committees and working groups.
- Coordinating updates for Departmental planning.

2. Provide communications support by:

- Preparing or participating in the preparation of speaking notes and other communications materials for the Minister, Directorate, or other Departmental staff.

3. Provide Support when the Legislative Assembly is in session by:

- Coordinating the preparation of briefing materials and other documents for Session.
- Monitoring Session and advising Departmental staff of relevant discussions and issues.
- Tracking commitments and responses to Oral and Written questions.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual environmental conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual mental demands.

KNOWLEDGE, SKILLS AND ABILITIES

- A knowledge of northern peoples, cultures, and communities.
- A familiarity with government organization, procedures, and protocol would be an asset.
- Excellent communication skills, oral and written.
- Good organizational and time management skills.
- Solid analytical and research skills.
- Excellent interpersonal skills.
- Skilled with computer software including word processing, database, electronic mail, and communications programs.
- Ability to organize, prioritize and work under pressure and within deadlines.

Typically, the above qualifications would be attained by:

A university degree with some research experience. Other equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- 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