



IDENTIFICATION

Department	Position Title	
Finance	Intern, Policy Analyst	
Position Number	Community	Division/Region
15-16264	Yellowknife	Governance, Planning and Security

PURPOSE OF THE POSITION

This position will offer an intern the experience and training necessary to provide policy support through research activities and provision of strategic policy analysis, advice, and support on Information Management and Technology (IMT) matters. The Intern, Policy Analyst may assist in developing legislation, policies, and programs and providing relevant information, analysis and advice to decision makers as well as assisting departmental communications plans and strategies.

SCOPE

Located in Yellowknife and reporting to the Manager, Strategy, Planning and Architecture, this position supports the role of the Governance Planning and Security Division to provide policy and strategic support services to develop and maintain information management and technology (IMT) policies, and to provide expert advice related to these policies for the department and the Government of the Northwest Territories (GNWT),

The Intern, Policy Analyst proactively consults with departments, boards and agencies (as appropriate) on the development of new or changes to IMT policy activities to ensure consistency/ congruence between department priorities and the overall direction for IMT policy across the GNWT. The Analyst ensures that the interests, aspirations and directions of departments are reflected in the IMT policy documents, strategies and activities, to inform overall IMT planning and operations.

The Intern, Policy Analyst keeps abreast of industry-specific changes in IMT, and keeps management informed of potential policy implications to ensure the policy framework enables an effective, available, secure and compatible technology environment across

government. The Analyst monitors and researches new technologies, approaches and initiatives that might impact IMT operations.

RESPONSIBILITIES

1. Complete research projects:

- Conduct research to assist in development of policy or in support of other departmental initiatives;
- Review programs and documents and provide summaries and recommendations for future direction;
- Conduct inter-jurisdictional research on IMT practices;
- Provide analysis of issues, opportunities and best practices;
- Develop research papers on significant GNWT-wide issues.
- Participate in Federal/Provincial/Territorial meetings related to projects.

2. Assist in the development of legislative and policy proposals that are consistent with existing legislation and the Department's vision and mandate.

- Determine key conceptual issues (e.g. potential impact on clients, boards, and financial resources);
- Develop plans to research legislation and a wide range of policies;
- Conduct basic analysis of the financial implication of policies;
- Assist in consulting with stakeholders, GNWT departments and the general public;
- Research, review and compile information from a variety of sources including other departments, agencies, and jurisdictions;
- Evaluate the quality and reliability of research resources;
- Consider alternative approaches along with analysis of the benefits and costs;
- Draft policy documents and decision instruments including option papers, decision papers, policies and guidelines.
- Provide general policy support in order for the Division to fulfill its mandate;
- Prepare briefing notes and responses to correspondence;
- Assist in the preparation, assembly and distribution of documents developed by the Division;
- Review documents prepared by other Divisions as needed;
- Participate in project work teams and committees as assigned;
- Prepare resource material for use by practitioners, managers and employees that explains and implements specific programs or policies (e.g. sample letter or other forms, mini-workshops);
- Prepare summaries for presentations and deliver presentations;
- Respond to requests for information related to policies and redirect other information requests through the appropriate channels;
- Attend meetings and take notes on behalf of the Division.

3. Assist with the development and implementation of internal and external communications strategies, plans and activities to promote and enhance the public image and identity of the client departments, including:

- Working with staff to identify communications needs to programs and services;
- Assisting with the development of communications plans;
- Assisting with the production of communications materials, including plan language editing and writing;
- Ensuring documents comply with the GNWT Visual Identity Program (VIP);

4. Implementing communications activities by development and distributing materials using various mediums.

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 role of legislation and policy in a public service context.
- Knowledge and awareness of IMT issues facing government, the overall IMT environment and operating model and ability to facilitate alignment with the IMT Strategy.
- Research and analysis skills.
- Oral and written communication skills.
- Planning, organizing and coordinating skills.
- Service focus skills.
- Strategic thinking

Typically, the above qualifications would be attained by:

A bachelor's degree in political science, business or public administration, communications or social sciences.

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