



## **RESPONSIBILITIES**

### **1. Provides assistance in the review and development of WSCC Policies and Administrative Policies, as required:**

- Assists in policy development by evaluating existing policies and programs, participating in the development of new policies and preparing analyses for review;
- Coordinates select policy projects that focus on revising existing administrative policies and contributes to the development of new administrative policies for submission to the WSCC President and Senior Management Team;
- Assists in preparing, and facilitating stakeholder engagement requests, and internal consultations for feedback on proposed policy revisions; and,
- Assists in preparing and reviewing materials for submission to the Governance Council.

### **2. Completes research projects:**

- Conducts research to assist in development of policy, administrative policy or other organizational initiatives;
- Conducts inter-jurisdictional research into workers compensation and occupational health and safety policies and legislation;
- Develops research papers on significant issues and,
- Researches and provides analysis of issues, opportunities and best practices.

### **3. Provides general policy support to the Policy, Planning and Corporate Reporting Unit:**

- Prepares summaries for presentations and delivers presentations;
- Develops resource materials and guidelines;
- Attends meetings and take notes on behalf of the Unit; and,
- Takes on supporting activities for the above responsibilities, as required.

## **WORKING CONDITIONS**

Work will be primarily carried out in an office environment posing no exceptional hardships.

### **Physical Demands**

There is limited physical effort required for this position. There are long periods where the incumbent is required to stay seated and use a computer which can cause back and muscle strain.

### **Environmental Conditions**

No unusual environmental conditions.

### **Sensory Demands**

No unusual sensory demands.

## **Mental Demands**

No unusual sensory demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Strong knowledge of qualitative research techniques and processes
- Understanding of legislative and policy processes.
- Active listening skills, including the ability to respond in a tactful, helpful, and responsive manner.
- Ability to communicate information effectively and concisely to various audiences orally and in writing.
- Ability to make sound recommendations and decisions, based on analysis.
- Ability to work with minimal supervision.
- Ability to use a variety of computer applications, including word processing, spread sheets, and presentation software.
- Knowledge of workers compensation is an asset.
- Strong cross-cultural awareness is an asset.

## **Typically, the above qualifications would be attained by:**

A Bachelor degree in political science, public administration, or other social science.

## **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

**Aboriginal language:** To choose a language, click here.

- Required
- Preferred

**CERTIFICATION**

**Title:** Intern, Policy Analyst

**Position Number(s):** 97-9943

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p>_____ Supervisor Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>_____ Senior Manager</p> <p>_____ President &amp; CEO</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	<p>_____ Date</p> <p>_____ Date</p>

**The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.**

Reviewed by HR: \_\_\_\_\_