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Internship (Policy and Innovation) (4 opportunities)

[Apply Now »](#)**Date:** Nov 12, 2020[Current NS Government Employee Sign In](#)**Competition # :** 27705**Department:** Community Services**Location:** HALIFAX**Type of Employment:** Internship**Union Status:** NSGEU - NSPG**Closing Date:** 11/26/2020

Designation Status

This opportunity is designated to applicants that identify as African Nova Scotian.

About Us

The staff of Community Services help thousands of Nova Scotians in vulnerable situations. We offer various programs, including Child, Youth & Family Support, Employment Support & Income Assistance, and Disability Support Programs. The Department of Community Services (DCS) is committed to a social service system that helps people be as independent as possible and reach their full potential. We want a system that makes it easy for Nova Scotians to find the services they need, and we want those services to be there for years to come. Simply put, we want better results for Nova Scotians, and we need your help to get this done!

For more information on our Department please click here: <https://novascotia.ca/coms/>.

About Our Opportunity

You will work in the Policy and Innovation division, with the Enterprise Project Delivery Unit and/or Strategic Policy and Decision Support teams. These teams lead the development, design, implementation and evaluation of major policies, projects, and initiatives for the department. This opportunity allows the individuals to have a fulsome view of our department, while working on crucial initiatives that continuously work towards achieving the department's client and system outcomes. You will also be engaged in the department's comprehensive work to add an Africentric lens to our policies, processes, and the services we provide. If you are someone who likes to be challenged, take on new opportunities, and bring innovative ideas to the team – this opportunity is for you!

Primary Accountabilities

As a post-graduate intern, you will provide tactical support and solutions to the Department's overall journey. You may be responsible to provide analytical and problem-solving services to program and operational units, document business needs and coordinate and/or complete change management and communications activities.

In addition to the above, you will work well in an independent environment as well as participate in team-based approaches with internal and external stakeholders. You will be a multi-tasker who is able to identify competing priorities and prioritize responsibilities accordingly as well as have a strong attention to detail and sound judgement in ambiguous situations. Excellent interpersonal and organizational skills are required for this work, as is problem-solving and the ability to work collaboratively with staff, management, and leaders across the department. Lastly, the ability to communicate effectively (both orally and in writing) will be key within this role.

Qualifications and Experience

This position requires you to have graduated from university, community college, or a recognized institution preferably in Social Sciences, Business Administration, MBA, or MPA within the last three (3) years. If you are expected to graduate by December 2020, you are also encouraged to apply.

You must have a combination of education, experience and/or skills in one or more of the following:

- Project coordination;
- Policy analysis;
- Evaluation of a project, program, or service;
- Business analysis – processes/procedure development;
- Business analysis – technical skills (system requirements, User Acceptance Testing);
- Change management/communications; and
- Research and writing.

The following skills and experiences are considered assets but not required:

- Experience working in collaborative, team environments;
- Basic knowledge of the Government of Nova Scotia and Department of Community Services; and
- Experience with social service programs.

The position requires cultural competence and a sound understanding of issues relating to social equity.

We will assess the above qualifications and competencies using one or more of the following tools: written examination, standardized tests, oral presentations, interview(s), and reference checks.

Equivalency

An equivalent combination of training, education and experience will be considered. Applicants relying on education and experience equivalencies must demonstrate such equivalencies in their application.

Benefits

Based on the employment status and Union agreement, the Government of Nova Scotia offers its employees a wide range of benefits such as Health, Dental, Life Insurance, Pension, General Illness (Short and Long Term), Vacation and Employee and Family Assistance Programs. [Click here to learn more about our various benefits offerings and eligibility criteria.](#)

Additional Information

Four (4) 12-month internship opportunities are available with anticipated start dates of January 4 2020, with the possibility to renew for up to 24-months.

What We Offer

- Career Development where you have access to career guidance, tools, resources, and ongoing training for every stage of your career.
- Engaging workplace. Our Employees feel valued, respected, connected, and tuned in. We have forward-thinking policies and strategies.
- Mentorship through iNSpire; a new formal, interdepartmental mentorship program that connects employees so they can gain knowledge and experience to support their career development.
- Countless Career Paths for Nova Scotians.
- Department Specific Flexible working schedules.

Pay Grade: PR 06

Salary Range: \$1,870.71 - \$1,945.36 Bi-Weekly

Employment Equity Statement:

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Government of Nova Scotia has an Employment Equity Policy, and we welcome applications from Indigenous People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of these equity groups, you are encouraged to self-identify on your electronic application.

This is a bargaining unit position initially restricted to current civil service employees represented by the Nova Scotia Government Employees Union (NSGEU). If applying from outside a government office, employees must apply correctly via this link:

[Current NS Government Employee Sign In](#)

Failure to apply correctly means that your application will not be given first consideration as a bargaining unit applicant, and will only be included if external applications are pursued.

External applicants and current casual employees will only be considered if there are no qualified civil service bargaining unit candidates. PLEASE NOTE: Candidates will not be considered for an interview if applications are incomplete or are missing information.

Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. We thank all applicants for the interest, however, only those selected for an interview will be contacted. All questions and concerns may be directed to **Competitions@novascotia.ca**.



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