

## Job Posting: 3302 - Position: Junior Analyst

<b>Co-op Work Term Posted:</b>	Spring
<b>Application Deadline</b>	10/03 11:59 PM
<b>Application Method:</b>	Career Bridge
<b>Posting Goes Live:</b>	09/28 6:37 PM
<b>Job Posting Status:</b>	Expired

### Company Information

<b>Organization</b>	Agriculture & Agri-Food Canada
<b>Salutation</b>	Ms.
<b>Job Contact First Name</b>	Jane
<b>Job Contact Last Name</b>	Doe
<b>Contact Title</b>	Policy Analyst
<b>Website</b>	agr.gc.ca
<b>Address Line One</b>	1234 Baseline Road, room T7-
<b>City</b>	F6-344 Ottawa
<b>Province / State</b>	Ontario
<b>Postal Code / Zip Code</b>	T1K 3M4
<b>Country</b>	Canada

### Job Posting Information

<b>Term Posted</b>	Spring
<b>Job Title</b>	Junior Analyst
<b>Duration</b>	4 Months
<b>Job Location</b>	Ottawa

**Job Description**

Title: Junior Analyst

Department Name: Agriculture and Agri-Food Canada

Branch: Strategic Policy Branch – Environment Policy Division

Salary: to be determined by Treasury Board Secretariat student rates of pay

Location: 1341 Baseline Road, Ottawa, Ontario. \*\*Please note that the cost of travelling to Ottawa in January and travelling home from Ottawa at the end of the co-op placement may be covered by AAFC for the successful candidate. All other costs (e.g., housing, in Ottawa) are the responsibility of the student.\*\*

Employment Tenure: January 4 to April 26, (exact contract dates to be determined by employer and student)

Vacancies: 1

#### CHALLENGE:

Want to work on some challenging, meaningful files related to one of Canada's most interesting and

diverse economic sectors? The Environment Policy Division is looking for an ambitious, self-motivated individual with an interest in learning about environmental issues and the agriculture sector while contributing to agri-environmental policy.

#### POSITION RESPONSIBILITIES:

The scope of the work includes conducting qualitative research on provincial, territorial, and international policies, programs, and practices related to climate change mitigation and adaptation, and water resource management, in the agriculture sector. The successful candidate will conduct comparative analysis and draft summary reports that will contribute to policy development on agri-environmental issues.

#### WORK ENVIRONMENT:

The Environment Policy Division at Agriculture and Agri-Food Canada (AAFC) is a hard-working and collaborative team that leads analysis and provides strategic advice on the interaction between agriculture and the environment and on sustainable agriculture policy issues in relation to AAFC's agenda and the federal government's broader environmental priorities.

#### WHO CAN APPLY:

Applicants must be Canadian citizens.

#### EDUCATION:

Enrollment in third or fourth year of an undergraduate degree program or in a master's program at a recognized post-secondary institution, with a specialization in any of the following: Agriculture, Agricultural or Natural Resource Economics, Ecology, Economics, Environmental or Natural Resource Management, Environmental or Natural Resource Sciences, Environmental Studies, Geography, Political Science, Public Administration, or Public Policy.

#### STATEMENT OF MERIT CRITERIA:

Applicants who meet the above criteria will also be assessed against the Statement of Merit Criteria for this position (see below).

Read AAFC's Mandate Letter (<http://pm.gc.ca/eng/minister-agriculture-and-agri-food-mandate-letter>) for more information about the government's priorities for the department.

#### ADDITIONAL INFORMATION / COMMENTS:

Student will start work in January 2018, after a letter of offer is prepared and signed. It is expected that the student work 37.5 hours per week and should be willing to commit to this placement until the end of April, 2018. Exact contract dates will be determined by the employer and the successful candidate.

#### INFORMATION TO BE PROVIDED:

You must provide the following information when submitting your application:

- A cover letter (1,500 words maximum), clearly demonstrating how you meet the essential experience qualifications in the Statement of Merit Criteria. If you meet the asset qualifications, this must also be demonstrated clearly in your cover letter.
- Your résumé
- Contact information for two references who can evaluate your performance in light of the Statement of Merit Criteria.

### **Job Requirements**

#### STATEMENT OF MERIT CRITERIA

Official Language Proficiency: English essential

#### Education:

Enrollment in third or fourth year of an undergraduate degree program or in a master's program at a recognized post-secondary institution, with a specialization in any of the following: Agriculture, Agricultural or Natural Resource Economics, Ecology, Economics, Environmental or Natural Resource Management, Environmental or Natural Resource Sciences, Environmental Studies, Geography, Political Science, Public Administration, or Public Policy.

#### Essential Experience Qualifications:

- Experience in internet-based research, literature reviews, qualitative analysis, and writing summary reports
- Effective time management skills – ability to prioritize and organize work

#### Asset Qualifications:

- Experience in communicating technical information to a non-technical audience
- Knowledge of environmental and /or agri-environmental issues in Canada

#### Skills and knowledge that may be assessed in written application, interview, and/or interview follow-up:

- Analytical thinking
- Initiative
- Interactive communication
- Writing skills
- Knowledge of agricultural issues and policy in Canada
- Knowledge of environmental issues and policy in Canada

#### Conditions of Employment:

Reliability and Security: Reliability Status (do not need to hold reliability status in order to apply)

#### Selection of the Successful Candidate:

The selection decision will be based on a determination of best fit for the position based on the essential and asset qualifications, through review of the cover letter, writing sample and oral interview.

As an equal opportunity employer, Agriculture and Agri-Food Canada (AAFC) is committed to achieving a skilled, diversified workforce that reflects the diversity of the Canadian population. We encourage members of the following employment equity groups to apply and self-identify: Women (especially in non-traditional occupational groups), members of a visible minority group, Indigenous people, and persons with a disability.

Furthermore, AAFC is committed to developing inclusive, barrier-free selection and appointment processes and work environments. If contacted in relation to this process, please advise the organization's representative of your need for accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.

<b>Preferred Academic Level</b>	Undergraduate Graduate
<b>All Programs</b>	No
<b>Targeted Degrees and Disciplines</b>	Bachelor of Arts (BA) Bachelor of Management (BMGT) Bachelor of Science (BSC) Masters (MA-MSc)  Agricultural Studies Biological Sciences Economics BA Economics BMgt Environmental Science Geography Master of Arts Master of Science Political Science BA Political Science BMgt
<b>Projected Start Date</b>	January 04 12:00 AM
<b>Projected End Date</b>	April 26 12:00 AM

## **Application Information**

### **Additional Application Information**

This is a paid co-op position. Salary will be determined according to Treasury Board Secretariat guidelines.