**Work Description for Co-op Student**

**Environment and Climate Change Canada**

**Environmental Protection Branch**

**Mining and Processing Division**

Environment and Climate Change Canada’s Mining and Processing Division (MPD) is seeking a student who is excited by the prospect of working on environmental policy, regulatory development, and Indigenous consultation. We are looking for a student who is capable of conducting policy research and working with other policy analysts, scientists, engineers, and management to support collaboration and consultation with Indigenous communities, engagement with other stakeholders, and development of recommendations for water pollution regulations.

If you are interested in environmental law, water, or natural resources, and want to learn how regulatory policy is developed and how regulations are made, then we encourage you to apply.

**Job Title: Junior Policy Analyst**

**Key Activities of the Mining and Processing Division:**

MPD is Environment and Climate Change Canada’s lead for the mining sector and is tasked with managing, monitoring, and reporting on the industry’s impacts on the environment. Regulations made under the *Fisheries Act*, like the *Metal and Diamond Mining Effluent Regulations*, are Environment and Climate Change Canada’s primary tool for managing water pollution from mining and other industrial sources. MPD is currently developing regulations for effluent from the coal mining sector and is working with Indigenous communities in the oil sands region to determine whether regulations are needed for oil sands mines. For more information on some of MPD’s work, please visit:

* Proposed Coal Mining Effluent Regulations: overview (<https://www.canada.ca/en/environment-climate-change/services/managing-pollution/sources-industry/proposed-coal-mining-effluent-regulations.html>)
* Metal and diamond mining effluent (<https://www.canada.ca/en/environment-climate-change/services/managing-pollution/sources-industry/metal-diamond-mining-effluent.html>)
* Frequently asked questions: *Fisheries Act* pollution prevention provisions (<https://www.canada.ca/en/environment-climate-change/services/managing-pollution/fisheries-act-registry/frequently-asked-questions.html>)

**Duties:**

As a junior policy analyst in MPD, you will be assisting in the development of regulations for the oil sands mining sector. As a member of our team, you will contribute to our work by performing duties such as:

* Conducting policy analysis and research
* Assisting in the development of briefing materials and policy recommendations
* Participating in and supporting consultations with Indigenous communities and other stakeholders
* Providing miscellaneous support services as required

**Why This Job Is Right For You:**

* You care about Canada’s environment and supporting the Department’s mandate;
* You care about Indigenous reconciliation and renewing the relationship with Indigenous peoples, based on recognition of rights, respect, cooperation and partnership
* You are interested in how science-based government departments work;
* You want to work with supportive and experienced colleagues, stakeholders, and others;
* You want to share your ideas and display initiative; and,
* You want to participate in the delivery of large projects that have a positive impact on the environment and human health.

**Why You Are Right For This Job:**

* You are enrolled in a post-graduate degree program in one of the following disciplines: public policy and administration, environmental studies, law/legal studies or another discipline/program related to this description;
* You maintain a high level of professionalism, demonstrating tact, sound judgment and maturity;
* You work independently and show initiative;
* You work effectively under tight deadlines;
* You are a team player with good interpersonal communication skills;
* You are attentive to detail;
* You have a good working knowledge of Microsoft Office, Teams, Excel, Power Point;
* You have experience working with mapping software, such as ArcGIS (considered an asset);
* You have experience engaging in multi-disciplinary or multi-stakeholder activities (considered an asset).

Preference will be given to bilingual candidates (English and French)

This will be a challenging and rewarding work term.

**Employer:** Mining and Processing Division, Environmental Protection Branch, Environment and Climate Change Canada

**Location of Job:** Place Vincent Massey (PVM), 351 boul. St. Joseph, Gatineau (Québec) or full-time telework

**Particulars:**

* January to April 2023 or January to August 2023
* Monday through Friday, full time, 37.5h/week (e.g., 8:30 - 4:30)
* Start and end dates could be flexible
* Reliability clearance will be required
* Payment based on federal government co-op rates (dependent on amount of work terms completed and level of education). <https://www.canada.ca/en/treasury-board-secretariat/services/pay/rates-pay/student-rates-pay.html>

Visit <http://www.ec.gc.ca/> to learn more about Environment and Climate Change Canada.

**YOU MUST INCLUDE THE FOLLOWING IN YOUR APPLICATION:**

* **A COVER LETTER**
* **A RéSUMé**
* **A course list**
* **A SHORT WRITING SAMPLE**

Send applications to: ERMC / CMRD (ECCC) [ermc-cmrd@ec.gc.ca](mailto:ermc-cmrd@ec.gc.ca)

Addressed to: hiring team

Preference will be given to Canadian citizens.

The Public Service of Canada promotes Employment Equity and we encourage candidates to voluntarily self-identify if they are women, members of a visible minority group, persons with a disability and/or Indigenous persons.