

Alberta Finance and Enterprise

Budget and Fiscal Planning Intern Program

Updated July 25, 2008

The Objectives of the Intern Program

- Attract and retain talented, motivated recent graduates for succession planning and organizational development.
- Develop recent graduates by providing them with broad and challenging opportunities that will enhance their knowledge, training, and experience.
- Provide interns with meaningful and constructive feedback that encourages their personal and career development and growth.
- Review the intern's career and learning goals and assist the intern in achieving those goals.
- Assist in enhancing the intern's skills in policy analysis, use of analytical tools, presenting to others and writing ability.
- Assist the intern in understanding key government processes (e.g., budgeting and policy development from inception to final legislative drafting) and key pieces of legislation (e.g., fiscal framework, financial management, accountability and tax acts).

The Intern's Responsibilities

- Actively and positively take responsibility for career development.
- Seek out opportunities to improve skills and to gain an understanding of the government's various processes.
- Participate in and be responsible for tasks and projects that contribute to the work and functions performed by Budget & Fiscal Planning.
- Engage in activities that promote pleasant and productive workplace.

Objectives by Rotation

1. Economics and Statistics

General

Gain an understanding of:

- Data availability, uses of data, importance of quality data.
- Important industry sectors and variables that impact Alberta's economy.
- Private sector sources of economic information and forecasts.
- The role Economics and Statistics plays in relation to the rest of the Division.
- Economics and Statistics role in cross-government projects and meetings.

Specific

- Produce at least one Economic Spotlight (topic of interest to Alberta).
- Participate in compiling the Weekly Economic Report and have responsibility for writing a weekly report.
- Participate in compiling the Labour Force Survey, with the opportunity to write it at least once.

- Attend significant meetings where Economics & Statistics participates.
- Take advantage of economic related learning opportunities.

2. Tax Policy (TP)

General

Gain an understanding of:

- The underlying policies of Alberta's current tax system.
- The various taxes comprising Alberta's tax base and how they are administered.
- Federal/Provincial relationship and the Tax Collection Agreement.
- Tax Policy's roles and responsibilities in the division and in cross government projects.
- How changes in legislation are made.

Specific

- Respond to public inquires, such as phone calls and letters. This includes the preparation of correspondence on behalf of the Minister of Finance.
- Participate in or take responsibility for a tax related research project.
- Analyze tax implications of policy changes outlined in documents such as minister's reports, draft legislation/regulation, and/or ministry business plans/budgets and provide comments and recommendations.

3. Budget Planning and Integration (BPI)

General

Gain an understanding of:

- The Fiscal Framework and related legislation.
- The budget cycle.
- Quarterly update process.
- BPI interrelationships with other units in the Division, in Finance & Enterprise, with Treasury Board and across the Government of Alberta.
- Process for changing and implementing policy.

Specific

- Analyze fiscal implications of policy and program changes outlined in documents such as minister's reports, draft legislation/regulation, and/or ministry business plans/budgets and provide comments and recommendations.
- Prepare briefing material on fiscal management issues for use by senior Finance & Enterprise officials, the Minister of Finance & Enterprise and/or Treasury Board Committee.
- Assist with the preparation of public information packages such as press releases and quarterly reports.
- Prepare correspondence on behalf of senior management or the Minister of Finance & Enterprise.
- Participate in the budget reconciliation process.
- Participate in budget document preparation.

4. Strategic Resource Management

General

Gain an understanding of:

- The issues underlying fiscal sustainability especially from the perspective of spending growth.
- Spending cost drivers and pressures that will affect the Alberta Government's fiscal planning.
- Provincial historical spending patterns.
- Cross ministry processes to address major government policy initiatives.
- Government policy development and decision making processes.
- Alberta Government business planning.

Specific

- Conduct research and analysis related to spending pressures and spending patterns and relate these to fiscal sustainability.
- Prepare briefings for senior management.
- Help review policy documents (e.g. Ministerial and Cabinet Requests).
- Respond to Action Requests.
- Prepare and deliver internal and external stakeholders as opportunities arise.
- Assist in representing the division in the Ministry's business planning process.
- Participate in cross-ministry groups addressing major policy initiatives.
- Network with policy staff in other ministries.