

# Job Bulletin:

## Licensing Advisor

Advertisement #	42833
	Licensing Advisor
	Term, Full-time (1 year)
	Charitable Gaming, Audit & Integrity Services, Operations Unit
Closing Date:	May 9, 2024
Current Salary Range:	\$2,446.15 - \$2,885.50 bi-weekly (6XH)
General Wage Increase*:	\$2,575.93 - \$3,115.33 bi-weekly (6XH)

The Liquor, Gaming and Cannabis Authority of Manitoba (LGCA) regulates the province’s liquor, gaming, cannabis, and horse racing industries. We license liquor sales, service and manufacturing, gaming employees, products and operations; retail cannabis stores; and horse racing. We strive to serve the public interest by regulating these industries in a respectful, impartial, and balanced manner.

The LGCA is seeking a highly motivated individual to work within the Charitable Gaming, Audit & Integrity Services Department, which is part of the Operations Unit. The Licensing Advisor has responsibilities associated with contentious or complex charitable licence applications and licensing requests.

**Qualifications**

**The successful candidate must have:**

- A degree from a post-secondary institution in business or public administration or a related field and 3 to 5 years’ experience in a senior administrative role, preferably involving public sector and regulatory functions. A combination of education and experience may also be considered.
- Excellent communication and interpersonal skills to effectively communicate with staff, clients and stakeholders.
- Attention to detail, impartiality and sound judgment, with demonstrated problem-solving, decision-making and analytical skills.
- Demonstrated political acumen and respect for others to handle sensitive and confidential matters.
- Knowledge and experience interpreting and applying policies, legislation and regulatory standards and requirements.
- Strong organizational and time management skills with the ability to plan, balance and manage multiple work demands and deadlines.
- Demonstrated ability to work independently as well as in a team environment.
- Experience in the assessment of applications and policy research.
- Strong written communication skills to prepare detailed reports, recommendations, general correspondence and public information materials.
- Demonstrated ability to provide functional supervision, coaching and training to team members.
- Proficiency with Microsoft 365 and specialized databases [e.g. Regulatory Management System (RMS)].

**The following qualifications are desired:**

- Proficiency in French.

**Your cover letter and résumé must clearly indicate how you meet the qualifications.**

**Duties:**

The Licensing Advisor is responsible for processing, approving, and making recommendations on high-risk, contentious, or complex files for charitable licensing program, in accordance with The Liquor, Gaming and Cannabis Control Act, regulations and terms and conditions. The position is responsible for assessing and mitigating risk and imposing requirements to ensure fairness, accountability, honesty and integrity for charitable licences.

This document is available in alternate formats, upon request.



### Additional Information:

- \*The LGCA has recently signed a new collective agreement with general wage increases and the current salary range will apply until its implementation. The successful candidate will receive the general wage increases once implemented, which will be paid retroactively to their date of hire.
- An eligibility list may be created for similar positions and will remain in effect for 12 months.
- Applicants may be required to write a screening/selection exercise/test.
- Applicants must be legally entitled to work in Canada.
- Circumstances may arise where the competition may need to be withdrawn.
- A positive attendance record will be a consideration in the screening process.
- Satisfactory work performance in the preceding 12 months is required.
- A satisfactory criminal record check verified by fingerprints is a condition of employment.

The LGCA has a comprehensive compensation and benefits package that includes extended health care, health spending account, dental care, vision care, long term disability insurance, group life insurance, maternity leave top-up plan, family related leave and a defined benefit pension plan (some pension plans allow for portability between the Civil Service Superannuation Board and employers). Training, educational support and career development opportunities are also available.

### Apply to:

Advertisement #42833  
Liquor, Gaming and Cannabis Authority of Manitoba  
Human Resources  
1055 Milt Stegall Drive  
Winnipeg MB R3G 0Z6  
Fax: 204-927-5384  
Email: [resumes@LGCAMB.ca](mailto:resumes@LGCAMB.ca)

### Please quote your name and the advertisement number in the subject line of your email.

Please submit your cover letter, resumé and any other documents in PDF format. The LGCA does not accept .zip files or links to Google Docs, Dropbox, or any cloud-based storage systems as a substitute for PDF documents.

### Accessibility

LGCA will consult with all applicants requesting accommodation during the recruitment process to ensure that the accommodation provided considers the applicant's individual accessibility needs.

Employment equity is a factor in selection. Applicants are requested to indicate in their covering letter or resumé if they are from any of the following groups: women, Indigenous people, visible minorities, and persons with disabilities.

We thank all who apply. Only those selected for further consideration will be contacted.

Visit [LGCAMB.ca](http://LGCAMB.ca) to learn more about the Liquor, Gaming and Cannabis Authority of Manitoba.

This document is available in alternate formats, upon request.

