

# Job Bulletin: Policy Analyst

**Advertisement #** 43415  
**Policy Analyst**  
**Regular, Full-time**  
**Policy and Research Department, Strategic Services and Public Affairs Unit**

**Closing Date:** October 9, 2024  
**Salary Range:** \$67,198 - \$81,270 per annum (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 Policy and Research Department, which is part of the Strategic Services and Public Affairs Unit. This position is responsible for policy analysis and development initiatives.

## Qualifications

### The successful candidate must have:

- A university degree in political science, public administration or a related discipline and three to five years' experience in a policy analyst 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 and decision-making and analytical skills.
- Demonstrated political acumen and respect for others to handle sensitive and confidential matters.
- Knowledge and experience in interpreting and applying policies, legislation and regulatory standards and requirements.
- Strong organizational, time and project 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.
- Excellent written communication skills with the ability to produce a variety of documents such as briefing materials, reports and policy papers.
- Strong policy analysis skills and creativity to find innovative and proactive solutions to policy issues.
- Knowledge and experience with applying best practices in policy development.
- Proficiency with Microsoft 365 and the ability to conduct web-based research.

### The following qualifications are desired:

- Knowledge and experience in the liquor, gaming, cannabis or horse-racing industries.
- Proficiency in French.

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

### Duties:

The Policy Analyst is responsible for policy analysis and development initiatives to achieve legislative aims and meet strategic, corporate and departmental goals. The incumbent is responsible to conduct policy research and analysis to inform the development of internal and operational policy instruments. The incumbent also provides support to corporate responsibilities related to the Freedom of Information and Protection of Privacy Act and The Regulatory Accountability Act.

This document is available in alternate formats, upon request.



### **Additional Information:**

- 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 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 #43415  
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.

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