

# Job Bulletin: Senior Policy Analyst

**Advertisement #** 37941  
**Senior Policy Analyst (6XJ)**  
**Regular/Full-time**  
**Strategic Services and Public Affairs Unit, Policy and Research Department**

**Closing Date:** August 5, 2021  
**Salary Range:** \$71,662 - \$84,560

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

The LGCA is seeking an experienced policy development professional. This position is part of the organization's Policy and Research Department and is responsible for policy analysis and development initiatives.

## Qualifications:

### The successful candidate must have:

- A graduate degree in public administration or a related field; and three to five years of related experience, preferably in the public sector. A combination of education and experience may be considered.
- Excellent written communication skills with experience producing a variety of documents such as briefing materials, reports, position papers and authority-seeking documents.
- Excellent verbal communication skills with the ability to facilitate meetings and clearly present complex issues to a variety of audiences.
- Well-developed political acumen with the ability to manage confidential and politically sensitive material and situations in an appropriate manner.
- Well-developed analytical, problem-solving and decision-making skills.
- Strong attention to detail, and knowledge of and adherence to best practices in policy development.
- Experience in interpreting and applying legislation, as well as knowledge of the legislative process for creating, amending and repealing legislation and regulations.
- Organizational and project management skills to balance competing priorities and manage projects simultaneously while achieving high-quality results.
- Demonstrated ability to work independently and in a team environment.
- Proficient computer skills and expertise using Microsoft Office Suite.

### The following qualifications are desired:

- Experience with the Freedom of Information and Protection of Privacy Act and related procedures.
- Proficiency in French.

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

## Duties:

The Senior Policy Analyst position is responsible for policy analysis and development for the LGCA's legislative and regulatory development activities. The incumbent assists in directing strategic policy analysis and development of proactive solutions to meet both the LGCA and government's objectives as they relate to the regulation of the liquor, gaming, cannabis and horse racing industries. The incumbent assists in the management of activities related to the development of corporate policies, working with other analysts and LGCA management to identify and develop policies to support corporate and departmental operational processes. The incumbent assists with the LGCA's corporate responsibilities related to the Freedom of Information and Protection of Privacy Act and the Regulatory Accountability Act.

## 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 test.
- Must be legally entitled to work in Canada.
- Circumstances may arise where the competition may need to be withdrawn.
- Satisfactory work performance in the preceding 12 months is required.

This document is available in alternate formats, upon request.



- For internal candidates, a positive attendance record will be a consideration in the screening process.
- A satisfactory Criminal Records Check must be produced and maintained.
- Extensive use of a computer (approx. 90%) and may sit for extended periods of time.
- Prolonged visual concentration is required when reviewing applications and documents.
- Occasional lifting of objects (archive/supply boxes) weighing 7 to 10 kilograms.

The LGCA has a comprehensive compensation and benefits package which 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). The LGCA also has ergonomic workstations and free parking. Training, educational support and career development opportunities are also available.

**Apply to:**

Advertisement #: 37941

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. When possible, please submit your cover letter, resume and any other documents in PDF format (refrain from using .zip files). The LGCA does not accept links to Google Docs, Drop Box or any cloud based storage systems as a replacement for real documents. This will eliminate formatting issues for different versions of software.

**Accessibility**

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

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

We thank all who apply and advise that 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.

