

Job Bulletin: Licensing Advisor

Advertisement # 45359
Licensing Advisor
Term, Full-time (14 months)
Commercial Services, Operations Unit

Closing Date: June 8, 2026
Salary Range: \$71,302 - \$86,225 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 Commercial Services Department, which is part of the Operations Unit. Reporting to the Supervisor, Commercial Services, the licensing advisor analyses, approves and makes recommendations on high-risk, contentious, or complex licensing applications and requests.

Candidates who do not meet all essential criteria and qualifications may be considered on an underfill basis at the underfill pay grade [6XG]. In such cases, the candidate will be appointed at a lower classification and pay grade until the required qualifications are met.

- Full working level salary range: \$71,302 - \$86,225 per annum
- Underfill salary range: \$67,614 - \$81,780 per annum

Staff in underfill will perform duties with appropriate supervision and may be eligible for reclassification to the full working level upon demonstration of required competencies, experience, or qualifications, subject to approval and in accordance with the collective agreement.

Qualifications

The successful candidate must have the following essential criteria and qualifications:

- A degree in business, public administration or a related field and 3 to 5 years of related experience in a regulatory environment, preferably involving public sector and regulatory functions. A combination of education and experience may also be considered.
- Knowledge and experience interpreting and applying policies, procedures, legislation and regulatory standards and requirements.
- Excellent communication and interpersonal skills to effectively communicate with staff, clients and stakeholders.
- Strong written communication skills to prepare detailed reports, recommendations, and complex correspondence.
- Attention to detail, impartiality and sound judgment.
- Demonstrated research, problem-solving, decision-making and analytical skills.
- Demonstrated political acumen in recognizing the impact of actions and how decisions can be influenced and sensitivity in dealing with diverse clientele.
- Strong organizational and time management skills with the ability to plan, balance and manage multiple work demands and deadlines and respond to new initiatives.
- Demonstrated ability to work independently and in a team environment.
- Demonstrated ability to provide functional supervision to team members.
- Proficiency with Microsoft 365 and specialized databases.

The following qualifications are desired:

- Training in conflict resolution and mediation.
- Supervisory experience.

This document is available in alternate formats, upon request.



- Familiar with business structures and corporate documentation.

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

Duties:

The Licensing Advisor is responsible for reviewing, analyzing, approving and making recommendations on complex commercial licence applications and requests based on requirements of The Liquor, Gaming and Cannabis Control Act, regulations, and standardized decision-making documents. To assess suitability and eligibility, they are responsible for conducting additional research, identifying and evaluating risks, and physically evaluating premises. The incumbent authors a variety of complex written material for different audiences, and provides guidance and support to team members, applicants, licensees and the public. They functionally supervise team members and assist in developing and continuously improving processes and procedures.

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.
- 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 valid Manitoba driver's licence, daily access to a motor vehicle and ability to travel are required.
- A satisfactory Criminal Records Check verified by fingerprints is a condition of employment, and a satisfactory Driver's Abstract must be produced and maintained.
- Applicants must be eligible for approval to access CPIC information and successfully complete access training.
- The successful incumbent may work varied hours based on departmental needs and work in the field up to 50% of the time in varied locations, landscapes and weather conditions which may include walking considerable distances on uneven surfaces and climbing stairs.

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 #45359
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

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

Please submit your cover letter, résumé 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 résumé 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 to learn more about the Liquor, Gaming and Cannabis Authority of Manitoba.





This document is available in alternate formats upon request

