

Job Bulletin: Human Resources Consultant

Advertisement # 45366
Human Resources Consultant
Term, Full-time (Until August 2027)
Human Resources Unit

Closing Date: June 16, 2026
Salary Range: \$3,013.10 - \$3,706.20 bi-weekly (8XA)

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 protect the public through impartial regulation that prioritizes safety and fosters informed choices in these industries.

The LGCA is seeking a highly motivated individual to work on site within the Human Resources Unit. The incumbent is responsible for providing consultation and guidance to management and LGCA staff. This includes the application and administration of collective agreements, legislation, policies, procedures and LGCA programs including performance and attendance management. The position is also responsible for supporting recruitment, workplace safety and health programs, and ensuring HR services and projects are administered in accordance with applicable collective agreements, policies, procedures, legislation and regulations.

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

- Full working level pay grade: \$3,013.10 - \$3,706.20 bi-weekly (8XA)
- Underfill pay grade: \$2,733.25 - \$3,305.28 bi-weekly (6XH)

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:

- A university degree from a post-secondary institution in business, commerce, or a related discipline and a Chartered Professional in Human Resources (CPHR) designation.
- 3 to 5 years' experience providing human resources consultation to management and staff, preferably in a public sector and/or unionized environment. A combination of education and experience may also be considered.
- Experience providing interpretation and consultative support to management and staff regarding the application and administration of collective agreements, policies and procedures, and applicable legislation and regulations related to human resources.
- Experience providing consultation on matters related to employee and labour relations including attendance and performance management, progressive discipline.
- Experience leading the full cycle of recruitment and providing support, guidance and consultation regarding recruitment and selection best practices, and ensuring policies, procedures and applicable collective agreements and legislation related to recruitment processes are met.
- Experience providing support, guidance and consultation to management and staff on issues related to health and safety programs, policies, and legislation.
- Excellent verbal communication and interpersonal skills with the ability to collaborate and build trust and positive respectful relationships with management and staff, internal and external stakeholders, and the union.
- Strong written communication skills to convey complex and sensitive information clearly to a variety of audiences, with the ability to develop various written materials, such as procedures and confidential correspondence.
- Excellent analytical, problem solving and decision-making skills, with sound judgement to make appropriate recommendations in a variety of situations.

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- Strong organizational and project management skills with the ability to plan, organize and perform functions under tight deadlines and competing interests with changing priorities.
- Demonstrated ability to work independently as well as in a team environment.
- Strong conflict resolution skills to effectively address workplace issues, with the ability to assist staff in resolving disputes, and reach a mutually agreed upon resolution.
- Strong attention to detail and accuracy.
- Demonstrated political acumen and respect for others to handle sensitive and confidential matters.
- Proficiency with Microsoft 365 and Human Resources Information Systems [e.g., SAP].

The following qualifications are desired:

- Proficiency in French.

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

Duties:

Reporting to the Senior Human Resources Consultant, Labour Relations and Recruitment, the Human Resources Consultant provides expertise, guidance and coaching to management and staff in the administration and interpretation of policies, procedures, the LGCA collective agreement, and related legislation and regulation; labour and employee relations including attendance and performance management; recruitment and workplace safety and health. The position also provides support to the Human Resources Unit in various initiatives and projects.

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 #45366
Liquor, Gaming and Cannabis Authority of Manitoba
Human Resources
1055 Milt Stegall Drive
Winnipeg MB R3G 0Z6
Fax: 204-927-5316
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

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