

**Permanent Senior Policy Analyst – Out of Scope (MCP07)
Policy & Legislation Branch, Regina Head Office
Vacancy #65/F19**

SLGA is seeking a permanent out of scope experienced, self-motivated Senior Policy Analyst for the Policy & Legislation Branch. Reporting to the Director of the Policy & Legislation Branch, this position requires strong analytical and research skills; demonstrated understanding of regulatory issues within the overall context of economic, political and public policy considerations. Knowledge of provincial decision making procedures; ability to thrive within changing environments; demonstrated ability to independently identify issues and their underlying causes, assess viable options, recommend solutions, and implement appropriate courses of action. The successful candidate will possess excellent communication skills including the ability to influence by articulating the implications of proposed policy, program or legislative directions; the ability to maintain a high level of customer service while planning and prioritizing a large volume of tasks and projects; and the ability to work efficiently with strict deadlines and frequent interruptions.

Core Competencies (Job Family – Professional)

- Accountability (Level A) – Takes responsibility for one's own actions, behaviours and commitments
- Communication (Level B) – Adapts communication
- Customer Service Excellence (Level C) – Builds customer relationships and identifies required improvements to service delivery
- Adaptability (Level B) – Adapts behaviours and approaches to address specific situations
- Team Work (Level A) – Participates in team or group activities

Job Duties

- Develop/write advice, recommendations and policies with respect to distribution, availability and involvement in the liquor and gaming industries in the province by:
 - Conducting analyses of issues, trends, implications, impact and public reaction to changes
 - Developing recommendations and formulating policies, reports and submissions for use of SLGA executive management, external stakeholders, partner organizations and government decision-makers in order to develop and administer fair public policy and promote integrity and social responsibility in the industries
- Review and provide SLGA's comments, observations and response to policy proposals developed by others, e.g. government departments and agencies, enforcement agencies, with respect to impact on the liquor and gaming sectors, in order to ensure policy proposals are consistent with overall government policy and with SLGA regulatory controls
- Prepare and coordinate the preparation of various documents, correspondences, reports and analysis in order to respond to inquiries and requests, such as Minister's and President/CEO referrals, Cabinet Decision documents, Freedom of Information requests, briefing notes and government-wide initiatives such as the Privacy Framework
- Represent SLGA at various forums, meetings of interest groups and on stakeholder committees in order to explain, convince and address their concerns with policies and proposed policies and educate the general public, interest groups and stakeholders about SLGA policies
- Develop, monitor and implement evaluation mechanisms and techniques in order to assess the effectiveness and impact of policy changes to identify and respond to emerging issues and to initiate the research, analysis, consultation and revision cycle
- Develop approaches to, and content of, informational efforts to reach a broad range of audiences with respect to policy changes and implications, including SLGA staff that implement and deliver the changes in order to support SLGA social responsibility educational activities

Required Technical/Qualifications

- A degree in public policy, law, public/business administration, or social sciences supplemented with three to five years of relevant work experience
- A demonstrated understanding of regulatory issues within the overall context of economic, political and public policy considerations
- Knowledge of provincial decision making procedures
- A demonstrated ability to independently identify issues and their underlying causes, assess viable options, recommend solutions, and implement appropriate courses of action
- Excellent communication skills including the ability to influence by articulating the implications of proposed policy, program or legislative directions
- The ability to work efficiently with strict deadlines and frequent interruptions

Working Conditions

The Senior Policy Analyst typically works core office hours (8:00 a.m. and 4:45 p.m.) Monday to Friday, with earned days off taken at their own discretion excluding statutory holidays such as New Year's Day, Good Friday, Easter Sunday, Remembrance Day and Christmas Day. The majority of the work day is spent sitting at a desk keyboarding. As with all positions, the Senior Policy Analyst demonstrates an attitude of safety by ensuring safety of self and others within the workplace at all times.

*Our Vision is to be best liquor and gaming
distributor and liquor, gaming and cannabis
regulator in Canada*

To Apply

Please submit your application by [applying online](#)

Both your cover letter and resume will be used in the screening process. You must clearly indicate how you meet the required qualifications and competencies listed above. You will be subject to SLGA's Criminal Record Check and Code of Conduct Policies. Applicants selected for an interview will be contacted by telephone.

Application deadline: midnight October 18, 2018
Vacancy number: 65/F19
Classification: MCP07 (\$79,740 - \$104,100 annually)



*SLGA is committed to achieving a representative workforce.
We invite all qualified individuals to apply. Women, Aboriginal people, persons with disabilities and visible
minorities are encouraged to self-identify.*