

# Manitoba Government Job Opportunities

## **Senior Policy Analyst (Multiple positions)**

### **PM3 Planning Program Analyst 3**

Regular/full-time

Department of Families

Various, Various

Winnipeg MB

**Advertisement Number:** 43056

**Salary(s):** PM3 \$72,664.00 - \$93,620.00 per year

**Closing Date:** September 15, 2024

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

This competition is designated for Indigenous people and persons with disabilities. Only applicants who self-declare at the time of application will be eligible for further consideration.

The Province of Manitoba is committed to ensuring our workforce is representative of all communities, and actively works to support that. We are able to accommodate a wide variety of situations, to support Persons with Disabilities within our workplaces. We offer safe and diverse workplaces, and strive to foster internal supports and collaboration for our diverse staff.

An eligibility list may be established to fill similar regular and term positions throughout the Province, and if established will remain in effect until exhausted.

Candidates who do not meet all essential criteria may be considered on an underfill basis at a commensurate rate of pay.

### **Introduction**

The Government of Manitoba is currently seeking highly skilled individuals to fill several Senior Policy Analyst (PM3) positions within the Department of Families. The Department of Families provides services intended to improve the quality of life for Manitobans by helping to keep children, families, and communities safe and secure while supporting their well-being and inclusion. Senior Policy Analysts working in the Department of Families play key roles in the planning, coordination and implementation of strategic policies and initiatives that support the services to Manitobans, and in the identification of innovative and accessible solutions to improve existing social policies. Senior policy analysts provide recommendations on social, health, economic, and political issues relevant to the systems, programs, and policies operated by or supported by the department.

The Government of Manitoba offers a complete and comprehensive benefit package which includes: paid vacation, extended health, health spending, dental/drug/vision, long term disability, supportive employment program, maternity and parental leave, defined pension plan (some pension plans allow for portability between the Civil Service Superannuation Board and employers).

To be considered for this competition, you must submit an application form, and your resume. Complete the application form at the link below or contact Human Resource Services under "Apply to" to request a copy of the application form. The selection board will rely only on information provided in this form to determine whether a candidate will be invited for further assessment." See below for further instructions.

[Click here to access the application form.](#)

### **Conditions of Employment:**

- Must be legally entitled to work in Canada
- Must be able to provide and maintain a satisfactory Criminal Record Check with Vulnerable Sector Search.
- Enhanced Security Screening may also be required (some positions)
- Must be able to provide and maintain a satisfactory Child Abuse and Adult Abuse Registry Checks
- Ability to work overtime, including evenings and weekends as required.
- Ability to travel throughout the Province of Manitoba with possible overnight stays as required (some positions)

### **Qualifications:**

**Essential:**

- Post-secondary degree in social sciences, public administration, law, economics, education or social work-related field, or an equivalent combination of relevant education, training and experience.
- Experience researching, developing, or evaluating policy and programs, ideally within a public sector or community setting.
- Experience interpreting and/or applying legislation, regulations and/or policy.
- Experience working on a variety of projects, within a project management structure or team setting
- Excellent verbal communication skills to present and explain complex and technical information.
- Strong political acumen and the ability to manage confidential, controversial or politically sensitive material and situations in an appropriate manner.
- Strong analytical and problem-solving skills including the ability to synthesis information from a variety of sources
- Strong interpersonal skills, and an ability to work collaboratively with colleagues and community partners.
- Excellent written communication skills including experience writing a variety of documents and reports for various audiences.

**Desired:**

- Experience working within Indigenous communities and cultural settings and a sound understanding of the principles of reconciliation.
- Lived experience, and/or other educational and employment experience, resulting in a thorough understanding of the barriers faced by Manitobans served by the Department of Families.

**Duties:**

The Senior Policy Analysts will be responsible for researching, analyzing, reviewing and making recommendations related to policies, programs, legislation, and regulations. The incumbents will be responsible for providing high-level advice and guidance on various issues (including financial and legal implications) and will prepare materials such as briefing notes, speaking notes, correspondence, Treasury Board and Cabinet Submissions, and other reports and briefing materials. The incumbents will also coordinate and lead complex projects in collaboration with diverse stakeholders.

**Apply Now:**

Advertisement # 43056  
Talent Acquisition  
Human Resource Services  
600-259 Portage Avenue  
Winnipeg, MB, R3B 2A9  
Phone: 204-945-7518  
Fax: 204-945-0601  
Email: [govjobs@gov.mb.ca](mailto:govjobs@gov.mb.ca)

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[Click here to access the application form.](#)

**WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.**

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Please be advised that job competitions for represented positions may be grieved by internal represented applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

We thank all who apply and advise that only those selected for further consideration will be contacted.

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[manitoba.ca/govjobs](http://manitoba.ca/govjobs)



Any personal information provided including employment equity declarations will be used for employment and/or statistical purposes and is protected by The Freedom of Information and Protection of Privacy Act.

**Alternate formats available upon request**