

POLICY ANALYST

Full Time Employment Opportunity

Reporting to the Manager, Policy and Regulatory Compliance, the Policy Analyst supports and guides business units in the development and maintenance of their policies, standards, and procedures. The responsibilities include research, analysis, writing, and ensuring consistency of policies, standards, and procedures within Manitoba Liquor & Lotteries, and compliance with regulatory bodies.

Duties:

- Research, develop, and distribute corporate policies, standards, and procedures that help to support the organization's overall business direction.
- Conduct risk assessment analysis and continuous improvements to policies, standards, and procedures to mitigate risk and enhance business processes.
- Support projects with guidance in disseminating appropriate documentation needed to implement overall strategies.
- Provide department management with support in designing/revising programs and determine policy position and solutions.
- Consult with internal and external partners to ensure inclusion of relevant factors.
- Effectively communicate with various levels of staff and management to achieve consensus.
- Review documentation to ensure consistency between Manitoba Liquor & Lotteries locations and departments.
- Assist management with the development of documentation that guarantees the continuous operation of the business function(s) in the event of a long-term disruption.
- Monitor trends and emerging issues.
- Provide impartial and objective advice.
- Obtain appropriate approvals for finalized documents.
- Coordinate the publication and maintenance of all developed documents.
- Maintain all documentation with appropriate retention periods.
- Performs other duties as assigned.

Primary Qualifications:

- A diploma or degree in business administration or related discipline, or an equivalent combination of education and experience.
- A minimum of two years related work experience in policy and procedure development.
- Specific training in technical writing, policy and procedure development, business process, audit/risk assessment, and project management or equivalent training.
- Effective time management skills with the ability to multi-task, adapt to changing priorities and meet deadlines.
- Ability to think strategically, anticipating future issues and applying foresight to strategic goals.
- Intermediate skills in Microsoft Office (Word, Excel, and PowerPoint).
- A certificate in Project Management is an asset.
- Previous experience in the gaming and or liquor industries is a definite asset.
- Intermediate skills in using Adobe Acrobat is an asset.
- Proficiency in the use of Microsoft Visio is an asset.

Secondary Qualifications

- Bilingual (French/English) language skills.

**** Manitoba Liquor and Lotteries is committed to Diversity, Equity and Inclusion. We strive to hire a workforce that reflects the community we serve. Employment equity will be considered therefore applicants who identify as women, Indigenous people, members of racialized groups, and persons with a disability are encouraged to apply.*

If you require an accommodation at any time during the recruitment process, please let us know how we can meet your needs.

Salary: \$26.09-\$32.12
Bargaining Unit: CUPE
Location: Buffalo Place

Individuals should apply by completing our online application form at www.mbl.ca/jobs or by submitting a resume and application to careers@mbl.ca

All applications are due by June 8, 2023.

We thank all interested applicants, however, only those selected for interviews will be contacted.