



Program and Policy Analyst

Posted by: Manitoba Government

Posting date: 04-Apr-2023 **Closing date:** 26-Aug-2023

Education: Bachelor's (Preferred)

Language: English (Required)

Job location:

Salary: \$\$4,813–\$6,058

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ4860215

Expired

Job description:

Program and Policy Analyst

PM2 Planning and Program Analyst 2

Regular/full-time

Manitoba Justice

Executive and Financial Services , Correctional Services Division

Winnipeg MB

Salary(s): PM2 \$2,406.28 - \$3,029.05 bi-weekly

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).

Employment Equity is a factor in selection for this competition. Consideration will be given to Indigenous people and persons with disabilities.

An eligibility list may be created for similar positions and will remain in effect for 12 months.

To be considered for this competition you must submit an Application Screening Form (Word or fillable PDF only), along with your resume and cover-letter. Complete the Application Screening Form at the link below.

If you are having difficulty opening the link, you may have to use a different browser. You may also contact Human Resource Services under "Apply to" to request a copy of the Application Screening Form. The selection board will rely on information provided in the form and may rely on the information provided in the resume and cover letter to determine whether a candidate will be invited for further assessment.

CLICK HERE TO ACCESS THE APPLICATION SCREENING FORM.

Conditions of Employment:

- Must be legally entitled to work in Canada
- A satisfactory Criminal Record Check with Vulnerable Sector Check
- A satisfactory Adult Abuse Registry Check
- A satisfactory Child Abuse Registry Check
- Satisfactory Internal Security Screening

Qualifications:

Essential:

- An undergraduate degree in social sciences or related discipline and related experience. Equivalent combination of education, training, and experience may be considered
- Ability to analyze information, identify key issues to be addressed, and develop recommendations to address them
- Excellent writing skills, with experience producing professional-quality documents for distribution to senior management and the public
- Ability to prioritize workload and multi-task with high level attention to detail with the flexibility to meet changes in schedules or work assignments
- Knowledge of Indigenous Culture and history and how it impacts the justice system
- Strong organizational skills and ability to work well under time constraints and deadlines
- Problem solving ability techniques in dealing with a variety of situations where discretion and independent judgement is required
- Excellent verbal communication skills as well as the ability to deal effectively with the public as well as government staff

Desired:

- Knowledge of branch programs, objectives, services, and legislation
- Knowledge of/or experience with preparing briefing notes, Treasury Board Submissions, and other government documents

Duties:

The Program and Policy Analyst is a member of the Executive and Financial Services team providing contract, program and policy support. The incumbent plays a critical role in researching, analysing, evaluating, advising and developing initiatives, programs, policy and legislation. The incumbent may also be required to support department staff, interdepartmental working groups, community organizations and other stakeholders on best practices. In carrying out these duties, the incumbent will be required to write position papers, briefing notes, issue papers and informational material for senior department managers, and support the development of authority seeking documents, such as Cabinet and Treasury Board submissions. The incumbent may also undertake research projects, conduct interprovincial program reviews, interact with advocacy groups, external agencies and individuals who have special interests in correctional services. The Correctional Services Division has approximately 200 contracts, the incumbent will be responsible for processing contracts through the contract review process. This includes justifying the contract by using outcomes, indicators and return on investment. Additional tasks will include a high level of engagement with community partners to ensure contracts are completed in a timely manner.

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