Position Information

Title: Policy Analyst (PM2)

Department: Manitoba Justice	Division/Branch: Corporate and Strategic Services

Purpose: This section describes the reason the position exists in two to three sentences.

The Policy Analyst is responsible for analyzing and evaluating current plans, policies, initiatives, programs and new technologies for effectiveness and relevance to current environment and government priorities.

The Policy Analyst will become a subject matter expert in analysing, researching and processing legislative and regulatory requests for the department. The Policy Analyst will also ensure that the Department is complying with relevant legislation, including all processes and reporting requirements.

Key Responsibilities: This section describes three to seven of the most important responsibilities of the position.

1. Conducts research and analysis on Legislative and Policy issues that have an impact on Justice and related policies and programs.
2. Analyses, reviews, completes and coordinates approved legislative proposals, regulations and policy and form projects including Cabinet submissions, which are often complex and time sensitive.
3. Uses a whole of government approach, works directly with management and users to gather requirements related to prosecutions, courts, corrections and other departments, provide status updates, and build relationships.
4. Ensures that proposed regulations and policies are posted on the Regulatory Consultation Portal and that feedback from stakeholders is reviewed and assessed in a timely manner.
5. Researches and prepares briefing and advisory materials.

Essential Qualifications: This section specifies the education, certification, technical or specialized experience, knowledge and/or skills required to perform the duties of the position. Include no more than eight.

1. Bachelor's degree in social sciences, public administration or a related discipline. Other combinations of education and experience may be considered.
2. Demonstrated ability to analyze information, address identified key issues, and develop recommendations to address them.
3. Excellent written communication skills including experience writing a variety of clear, concise documents and reports, for different audiences.
4. Strong interpersonal skills and experience working as a cooperative member of a team.
5. Strong organizational skills and experience in working under pressure, managing multiple priorities in tight timeframes.
6. Ability to manage politically sensitive issues with confidentiality.
7. Excellent verbal communication skills.

8. Experience with governmental legislative processes and of the legislative/regulatory development process

Innovation & Problem Solving: This section describes the guidelines and framework that structure the environment and the role's requirement for analysis, interpretation, evaluation, reasoning and creativity for decision-making and problem solving.

- Achieve proficiency be able to work within associated databases and systems, as well as being able to assist and train departmental staff.
- Monitors, supports and conducts assessment, auditing, reporting and reconciliation requirements for the Department's compliance under associated legislation.
- Researches, analyses and produces reports that identify trends, operational improvements and efficiencies for Justice's policy, legislative and regulatory obligations.