

# Manitoba Government Job Opportunities

## Senior Policy Analyst

### PM3 Planning and Program Analyst 3

Regular/full-time

Indigenous Reconciliation and Northern Relations  
Policy and Strategic Initiatives

Winnipeg MB

**Advertisement Number:** 38969

**Salary(s):** PM3 \$65,288.00 - \$82,064.00 per year

**Closing Date:** August 7, 2022

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 is a preference competition. All applicants are encouraged to apply, however first consideration for this competition will be given to Indigenous people. Applicants are requested to self-declare at the time of application.

Consideration will also be given to 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. 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 (contact information under "Apply to") to request a copy of the Application Screening Form.

The selection board will rely only on information provided in this form to determine whether a candidate will be invited for further assessment.

**Note:** You are not required to submit a cover letter, but may be asked to submit a resume, references, or other documentation at a later point if invited for further consideration.

[CLICK HERE](#) to access the application form.

## Introduction

The Policy and Strategic Initiatives Branch is responsible for the management of Indigenous policy issues, the provision of timely, practical and effective advice on a wide variety of Indigenous and northern issues as they relate to the Manitoba Government and the implementation of various strategic initiatives related to the Indigenous Relations portfolio.

## Conditions of Employment:

- Must be legally entitled to work in Canada
- Must be willing and able to travel outside the province on occasion
- Must be willing and able to travel to rural and northern communities within the province
- Ability to work overtime as required

## Qualifications:

### Essential:

- Post-secondary experience, preferably a degree in a related discipline such as public administration, Indigenous studies or business administration. An equivalent combination of education and related experience may be considered
- Experience working with Indigenous and northern communities on various issues
- Experience in coordinating and facilitating meetings with Indigenous communities
- Strong leadership skills including the ability to influence and guide the work of both internal and external stakeholders
- Strong analytical and research skills including the ability to synthesize and summarize information to provide advice and recommendations for senior officials in making policy and program decisions
- Strong organizational skills
- The ability to work with a high degree of independence under minimal supervision

- Excellent interpersonal skills with the abilities to build and maintain positive working relationships in a team setting, and with internal and external stakeholders
- Strong written communication skills
- Strong verbal communication skills including experience conducting formal and informal presentations to a variety of audiences
- Highly developed political acumen that includes experience in managing politically sensitive situations through the use of diplomacy and tact
- Project management experience including planning and coordinating projects or initiatives

**Desired:**

- Knowledge in planning, developing, implementing and assessing policies, legislation and programs with Indigenous communities, organizations and peoples aimed at improving the lives of Canadian Indigenous peoples
- Knowledge of Indigenous histories, cultures and perspectives with the ability to identify and correlate current issues and event, and their importance for reconciliation with Canadian Indigenous peoples
- Strong leadership skills, including the ability to guide and influence the work of both internal and external groups and organizations
- Experience developing and analysing budgets

**Duties:**

Reporting to the Director of Policy and Strategic Initiatives, the Policy Analyst will be responsible for supporting government on policy and program matters and managing Indigenous-related issues as they arise. This includes preparing position papers, submissions, reports and other written materials for consideration by senior government officials for decision making purposes. The Policy Analyst will also participate in the planning and development of program and policy initiatives that enhances and promotes the well-being of Indigenous and northern Manitobans.

**Apply Now:**

Advertisement # 38969  
Service Centre 1  
Human Resource Services  
1130-405 Broadway  
Winnipeg, MB, R3C 3L6  
Phone: 204-945-3204  
Fax: 204-948-7373  
Email: [govjobs@gov.mb.ca](mailto:govjobs@gov.mb.ca)

**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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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**