

Open to the Public

Senior Legislative and Applied Research Analyst

Agriculture and Land Location - Charlottetown

Full-Time Classified Position (Commencing Immediately)

To apply, see Posting ID 141175 here: <https://www.gov.pe.ca/jobs/posting/government/external>

The PEI Department of Agriculture and Land aims to encourage the development of an innovative, diverse and inclusive workforce which enables the organization to realize its goals. Reporting to the Director of the Strategic Policy and Evaluation Division, the Senior Legislative and Applied Research Analyst exercises significant autonomy and leadership in planning, developing, implementing, analyzing, and measuring Departmental legislation, regulation, and public policy. As an authority for applied policy research, the incumbent will supervise the work of staff who are applying models, frameworks, and theories in the pursuit of new knowledge with the aim of obtaining specific, practical solutions for legislative and policy development. As a supervisor, the incumbent will recruit, hire and train, Junior Policy Analysts as well as review the work of professional Policy Coordinators, Co-Op Students/Interns, and temporary or casual staff.

Duties will include:

- Identify emerging issues and trends and make recommendations to the Minister, Deputy Minister and senior management as they pertain to current and potential legislative initiatives;
- Analyze the strategic objectives of the Department and identify potential impacts on existing legislation or proposed legislation;
- Prepare Legislative Work Plans, Mid-session updates, Legislative Proposals, Cabinet Committee submissions, briefing materials, and Executive Council Memorandums for all legislative initiatives;
- Prepare instructions and/or preliminary drafts of new statutes and regulations;
- Prepare instructions and/or preliminary drafts of amendments to existing statutes and regulations;
- Brief the Minister, Deputy Minister, senior management, and Cabinet Committees on new and amending legislative initiatives;
- Brief the Official Opposition on new and amending legislative initiatives in preparation for discussion by the Legislative Assembly;
- Capture and interpret data for the purposes of identifying best practices and emerging trends that will influence legislation, strategy, and public policy;
- Responsible for conducting in-depth legislative and regulatory research, and advising others on applied research best practices;
- Establish an annual applied research and program evaluation agenda for the Division;
- Develop and manage a Departmental performance monitoring and evaluation standard, using best practice;
- Responsible for advising Departmental and section staff on the application of TB policy and best practices as it pertains to performance monitoring and evaluation;
- Oversee the management of vacancies for the Department's agencies, boards, and commissions as per applicable statute;
- Other duties as required.

Minimum Qualifications:

- Must have 1) A Master's degree in a closely-related field (e.g., humanities or social sciences, etc.) **or** a law degree
- Must have considerable experience with legislation, regulation, **or** public policy development.
- Must have considerable experience writing Treasury Board, Executive Council, **or** other official memorandum (e.g., legal documents, legal opinions, etc.)
- Must have experience leading teams of applied researchers.
- Must have a demonstrated ability to communicate complex information, maintain a keen sense of political acuity, and work comfortably with regulated professionals.
- [Demonstrated equivalencies will be considered.](#)
- Applicant must have a good previous work and attendance record.
- The successful applicant must provide a satisfactory Criminal Records Check prior to commencing employment.

Other Qualifications:

- Bilingualism is considered an asset.
- A Ph.D. and law degree are considered assets.
- Applied research and law-related coursework would be considered assets
- Credentialed Evaluator, Project Management, or Change Management designation considered assets.
- Coursework/training completed in public policy, public administration, evaluation, and/or project management considered assets.
- Additional relevant education and experience will be considered an asset.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The "Notification of Successful Candidates" list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.

Salary Range: \$33.65 – \$42.08 per hour (Level 19)
Bi-Weekly Hours: 75.0 hours bi-weekly (evenings and weekends as required).
Posting ID: 141175-0720SLPI
Closing Date: Friday, August 21, 2020 **4:00 p.m.**

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.gov.pe.ca/jobs. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone 368-4080.