

OPEN TO THE PUBLIC

MANAGER, POLICY, PLANNING & FPT RELATIONS

JUSTICE & PUBLIC SAFETY

LOCATION - Provincial Administrative Building, Charlottetown

FULL-TIME EXCLUDED POSITION (Commencing Immediately)

This position is responsible for managing, planning, development, implementation, measurement and analysis of Departmental legislation, policies, plans and processes and provides evidence-based research and policy advice to senior management as they relate to the Department's strategic priorities. This position will lead, direct and manage the day-to-day operations of the Policy Section and associated Federal/Provincial/Territorial work, including managing the Department's legislative mandate.

Duties Include:

- Providing executive assistance to the Minister/Attorney General and Deputy Minister/Deputy Attorney General in respect of Federal/Provincial/Territorial matters;
- Overseeing the research, analysis, development and implementation of current, new, or modified Departmental legislation, policies, programs and processes;
- Developing discussion papers, policy briefings, reports and Treasury Board and Executive Council submissions relating to new Departmental policies, programs and legislation;
- Evaluating the cost effectiveness of justice-related programs, initiatives, projects and policies put forward by the Division, Department, Provincial government, Federal government or other jurisdictions;
- Leading the development of an annual legislative agenda, including: identifying in consultation with program staff legislation requiring development or amendment, and analysing the strategic objectives of the department to identify any corresponding impacts on legislation;
- Leading, directing and managing the day-to-day operations of the Policy Section;
- Providing expert advice to assist and support senior management on existing policies, programs and processes;
- Overseeing the Department's strategic planning process.

Minimum Qualifications:

- Bachelor of Laws Degree with experience in policy development;
- Must have considerable experience in developing and amending legislation;
- Must have considerable supervisory experience;
- Excellent writing and analytical skills;
- Flexibility to manage a broad range of tasks is essential;
- Must be comfortable preparing and making presentations to groups;
- A proven ability to develop good working relations with external organizations and agencies;
- 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: \$39.85 - \$49.82 per hour (Level 23)
Bi-Weekly Hours: 75.0 hours bi-weekly
Posting ID: 129695-0617JPPI
Closing Date: Wednesday, July 12, 2017 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.