

Job Title: Senior Policy Analyst

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Competition # : 46487

Department: Justice

Location: HALIFAX

Type of Employment: Permanent

Union Status: Exclusion - Non Union - NSPG

Closing Date: 21-Jul-25 (Applications are accepted until 11:59 PM Atlantic Time)

About Us

The Department of Justice is responsible for the administration of justice and for promoting access to justice and the safety and security of Nova Scotians through justice-related programs, services and initiatives. We are guided by the principles of preventative and restorative justice in fulfilling our mandate. Our efforts to promote safety, security, and access to justice for Nova Scotians span all areas of the Department and include programs and services that assist vulnerable people including Indigenous Nova Scotians, African-Nova Scotians, and Nova Scotians with disabilities.

To accomplish its mandate, the Department provides services through seven core business areas: Public Safety and Security; Court Services and Sheriff Services; Correctional Services; Maintenance Enforcement and Victim Services; Accessibility Directorate; Restorative Initiatives Unit; and, Legal Services to Government. For more information on the Department of Justice please visit our website: <https://novascotia.ca/just/>

About Our Opportunity

Reporting to and working closely with the Senior Executive Advisor to the Deputy Minister of Justice, as Senior Policy Analyst you develop, implement, evaluate, and make recommendations on policy for the department of Justice. As the lead on various complex policy projects, you develop policy, and process initiatives that are strategically aligned with government priorities, as well as legislation and regulations. This position reports to the Senior Executive Advisor to the Deputy Minister.

Primary Accountabilities

- Conduct comprehensive research, analysis, measurement, and evaluation of complex policy. This includes the preparation of reports, presentations, briefing notes, and submissions.
- Submit policy recommendations that consider legislative and regulatory changes, as well as input from consultations.
- Engage input from multiple stakeholders and conduct policy reviews on departmental issues.

- Prepare complex and/or oversee submissions to Executive Council and the Finance and Treasury Board (e.g. memorandums to Executive Council).
- Consult with key stakeholder groups to ensure sound policy development and alignment of departmental priorities with government objectives and commitments.
- Develop and participate in briefings and presentations to support Senior Leadership.
- Provide leadership in the development of long-term strategic plans to address critical issues and to contribute to the planning of the department's legislative agenda. This includes promoting broad dialogue among stakeholders to address key issues; undertaking environmental scanning to identify emerging trends; researching best practices; and, promoting involvement by staff in the identification of strategies.
- Lead the department's corporate preparation of the annual Accountability Report. This includes monitoring and documenting achievements, measuring outcomes, and tracking business planning.
- Provide policy advice and assure quality control of divisional briefing materials and Briefing Binders for the Minister, Deputy and Premier.
- Collaborate with management and staff to ensure comprehensive and timely responses to requests for input into Department and Government-wide initiatives.
- Represent the department on provincial and national working groups and/or committees in support of the departmental goals and objectives.

Qualifications and Experience

You hold a university degree in a relevant discipline, e.g., public administration, or the social sciences, in addition to several years of research and policy experience. An equivalent combination of education and experience may be considered.

You have experience in several of the following areas: policy research and analysis, policy development and delivery, project management, report writing, and facilitation. This position requires expert knowledge of research methods, as well as the ability to co-ordinate multi-disciplinary teams to achieve deliverables.

In addition, you are highly motivated, and you have excellent facilitation and communication skills (both verbal and written). Partnering collaboratively with stakeholders to achieve common goals, you apply the concepts of equity, diversity, and inclusion. Strong planning, organizational and administrative skills are important in setting priorities, meeting deadlines, and managing multiple assignments. You also have strong critical thinking, analytical, and problem-solving skills.

The following competencies are important for this position: Conceptual Thinking, Strategic Orientation, Outcome Focus, Initiative, Effective Interactive Communication, Partnering and Relationship Building, Intercultural and Diversity Proficiency.

We will assess the above qualifications and competencies using one or more of the following tools: written examination, standardized tests, oral presentations, interview(s), and reference checks.

Equivalency

Applicants relying on education and experience equivalencies must demonstrate such equivalencies in their application.

Benefits

Based on the employment status and union agreement, the Government of Nova Scotia offers its employees a wide range of benefits such as a [Defined Benefit Pension Plan](#), Health, Dental, Life Insurance, General illness, Short and Long Term Disability, Vacation and Employee and Family Assistance Programs. For information on all our Benefit program offerings, click here: [Benefits for government employees](#).

Working Conditions

- Normal work week is 35 hours/week, 7 hours/day
- Some overtime work required
- Dynamic continuously evolving work environment

What We Offer

- Career Development where you have access to career guidance, tools, resources, and ongoing training for every stage of your career.
- Engaging workplace. Our Employees feel valued, respected, connected, and tuned in. We have forward-thinking policies and strategies.
- Countless career paths.
- A dynamic, client-focused office environment where service excellence and teamwork are our focus.

Pay Grade: EC 11

Salary Range: \$3,418.96 - \$4,273.75 Bi-Weekly

Employment Equity Statement:

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Government of Nova Scotia has an Employment Equity Policy, and we welcome applications from Indigenous People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of these equity groups, you are encouraged to self-identify on your electronic application.

Accommodation Statement:

We are committed to providing an inclusive and accessible recruitment process. Candidates may request accommodations based on any grounds protected by the Human Rights Act. If you require an accommodation throughout the recruitment process, please contact us at competitions@novascotia.ca.

Current government employees may access this posting through the link below:

[Click here to apply as a current NS Government Employee](#)

PLEASE NOTE: Candidates will not be considered for an interview if applications are incomplete or are missing information.

Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. We thank all applicants for the interest, however, only those selected for an interview will be contacted. All questions and concerns may be directed to **Competitions@novascotia.ca**.

