

# Career Opportunity

## ABOUT THE AGLC

The Alberta Gaming and Liquor Commission is a dynamic organization leading Alberta's gaming and liquor industries. Our team of high performers is driven to provide our customers with outstanding service and Albertans with choices they can trust.

## ABOUT THE POSITION

**Policy Analyst**

**Competition #: 17-025**

**Salary: \$67,549.41 to \$88,593.84 per annum**

**Closing Date: Monday, May 22, 2017**

**Position Location: St. Albert**

## JOB SUMMARY

Are you seeking a chance to use your remarkable research, analysis, writing and communication skills to support and develop Alberta's Liquor policies? If yes, then this is the role for you!

The AGLC Policy Branch is responsible for developing strategic and operational policy that regulates Alberta's liquor, provincial gaming, and charitable gaming activities; and supports the AGLC's strategic directions and business priorities. Our team supports the AGLC's liaison with the Government of Alberta's (GoA) legislative, regulatory and policy decision-making processes where they affect the AGLC through policy development, analysis advice and recommendations to AGLC business areas, senior officials up to the Minister. Our team of dynamic Policy Analysts support this mandate by monitoring, analyzing and sharing information on trends and developments in public policy, best practices, and evidence-based policy research within the areas of liquor and gaming. This includes updating and maintaining AGLC Board policy handbooks, policies and guidelines; identifying and responding internal and external policy questions, inquiries from other jurisdictions; as well as prepare evidence-based documents. In conjunction with these projects, our team also prepares briefings and reports, and draft responses to ministerial, Board, President & CEO and other correspondence.

In order to be successful in the role you will have the ability to effectively facilitate the exchange of information within the AGLC, with stakeholders and with cross-jurisdictional counterparts; as well as to present information in a clear, concise and accurate manner to a wide variety of audiences. You will be a member of a policy project team and may lead project teams as required. You will need to demonstrate excellence and effective customer service while working as a collaborative team member to support the team's continued success. You will also possess analytical and creative problem solving skills; strong interpersonal skills in order to foster strong working relationships with internal and external stakeholders; and excellent technical skills in the MS Office software suite.

## SKILLS/QUALIFICATIONS

- A University Degree in a related field such as Business, Economic or Public Policy with a minimum two (2) years progressively responsible experience in policy development and evaluation.
- Preference will be given to candidates with demonstrated experience in: relevant government, political, and program review and approval processes.

**NOTE: An equivalent combination of education and experience may be considered. Candidates with lesser qualifications may be considered at a lower classification and salary. This recruitment may be used to fill future vacancies.**

## Career Opportunity

To be eligible to work for the Alberta Gaming and Liquor Commission, you must be a Canadian citizen, permanent resident or eligible to work in Canada. We offer a comprehensive range of benefits. As a condition of employment you will be required to obtain a security clearance and clean drivers abstract prior to employment. While we appreciate all applications we receive, we advise that only candidates under consideration will be contacted. The AGLC is committed to creating a diverse environment and is proud to be an equal opportunity employer.

To learn more about the Alberta Gaming and Liquor Commission and to view the complete job posting, please visit our website [aglc.ca](http://aglc.ca)

Please send resumes as a Word document or PDF including competition number, to:  
Alberta Gaming and Liquor Commission - Human Resources  
50 Corriveau Avenue  
St. Albert, AB T8N 3T5  
Fax: 780-447-7400  
E-mail: [hr@aglc.ca](mailto:hr@aglc.ca)

### Why the AGLC?

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| Comprehensive wage and benefit packages    | Closed between Christmas and New Years |
| Pension / dental / medical plans           | Health and Wellness Spending Accounts  |
| Financial support for personal development | On-site cafeteria and fitness facility |
| Learning & Development opportunities       | Employee and Family Assistance Program |
| Compressed work week schedule              | Social events                          |
| 3 paid Personal Days per year              | Free parking                           |