

SGEU Up-in-Range

The following posting is in accordance with the clauses dealing with "In-Hiring Rate of Pay".

Permanent Full-time

RES007267 - Senior Program and Policy Analyst

Ministry: Executive Government>089 Immigration and Career Training

Grade and Job: SGEU.12., CRO - SGEU

Salary Range: \$44.410-\$55.654

Rate Approved: \$46.00 per hour

Key Responsibilities of position:

Reporting to the Director, you will:

- Independently lead program and policy development using creative and innovative solutions to solve problems and achieve outcomes;
- Apply effective methods and approaches for public policy development and analysis including programs/policy/project implementation and evaluation techniques;
- Identify the need for, collect and synthesize complex data and information into easy-to-understand language and visuals for clients, co-workers and decision makers;
- Analyze data to make recommendations for effective design and delivery of programs, policies and services;
- Routinely use Excel spreadsheets, charts and data mapping tools to support analysis and recommendations;
- Prioritize and manage competing projects with tight deadlines, while maintaining strong attention to detail;
- Use continuous improvement and change management techniques to implement projects that support strategic outcomes; and,
- Develop productive working relationships and motivate others to move to action where there are differing points of view.

Typically, the knowledge and experience required to achieve the above is obtained through:

- Completion of a degree in administration/commerce, public administration or related fields and/or at least three years related experience in public policy; and,
- Knowledge of broad social, economic, labour market and demographic trends and issues is required; and
- Knowledge of government decision processes and financial management is a strong asset.

You will have knowledge of:

- Public policy-making and government decision-making processes;
- Effective methods and approaches for public policy development and analysis including programs/policy/project implementation and evaluation techniques;
- Key issues and trends that impact the labour market and workforce in Saskatchewan including trends such as: demographic, economic, social and technological;
- Financial planning, management and accounting principles and reporting processes in a public sector environment; and
- The full contract management cycle with practical experience.

Qualifications of person Appointed:

- 10 years of experience with the Government of Saskatchewan in related roles;
- Experience in strategic policy development, program design, and workforce planning across both the Government of Saskatchewan and international advisory roles;
- Experience with planning and risk management;
- Master's in Public Administration / Graduate Certificate in Public Administration; and
- Certificate in Municipal Accounting and Finance Program / Bachelor of Science and Education in Computer Sciences.

Submit challenges to staffing@gov.sk.ca

Closing Date: December 27, 2025