

## **Legislative Advisor**

**Department:** City Clerks

**Designated Work Location:** Main Floor Susan Thompson Building 510

Main Street: "On site"

**Position Type:** Temporary up to 12 months' (with the possibility of an extension), Full-time (up to 2 positions, one being French bilingual preferred)

**Salary:** \$2,729.34-\$3,573.31 biweekly

**Posting No:** 125361

**Closing Date: December 23, 2024**

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and staff development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at [City of Winnipeg Benefits](#). We take pride in fostering a respectful, diverse, safe, and healthy workplace where our employees can thrive and achieve their full potential.

The City is committed to attracting and retaining a diverse skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be underrepresented at the City; Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers are encouraged to self-declare.

Requests for Reasonable Accommodation will be accepted during the hiring process.

Preference to internal applicants may be applied.

## Job Profile

Under the general supervision of the Manager of the Decision-Making Process, the Legislative Advisor facilitates and attends meetings of, the Executive Policy Committee, Standing Committees, Community Committee, other Committees of Council, as assigned, and acts as an Election Officer in City of Winnipeg Elections and By-Elections. The Legislative Advisor works directly with the Manager of the Decision-Making Process as well as other members of the departmental senior management team, doing all things necessary to ensure the needs of the committees are met.

### **As the *Legislative Advisor*, you will:**

- Facilitate, provide support and attend meetings of Committees of Council as assigned.
- Compile/prepare written materials, including disposition of items, minutes and other correspondence as required
- Provide procedural and policy advice to elected political officials and staff
- Conduct research on items as required
- Arrange/clerk Community Committee and Ad Hoc meetings, provide notification of such and attend all meetings
- Liaise with elected officials, senior management, the public and citizen/business groups
- Provide accurate communications on Committee decisions and recommendations
- Act as an Election Officer

### **Your education and qualifications include:**

1. University Degree in Business Administration, Public Administration or other related field; or the equivalent combination of education and experience
2. Prior related experience required, including experience working with elected officials and senior management.

3. Knowledge of the City of Winnipeg administrative and political structure, Council and its Committees
4. Knowledge of relevant legislation, by-laws and Council policies
5. Knowledge of the City of Winnipeg decision-making process and procedures
6. Ability to effectively utilize word processing and other related software including specialized departmental systems such as the City of Winnipeg Decision Making Information System (DMIS) and elections databases
7. Ability to communicate effectively both verbally and in writing (bilingual for Riel Community Committee position)
8. Ability to take notes rapidly and to prepare concise and accurate minutes / related correspondence
9. Analytical ability and problem-solving skills
10. Ability to train, supervise, develop and evaluate staff
11. Ability to work under pressure, set priorities, meet deadlines and organize work
12. Ability to work discreetly with confidential matters
13. Ability to effectively communicate in French is preferred

**\*IMPORTANT:** Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized [Canadian assessment service](https://canalliance.org/en/) <https://canalliance.org/en/> at application.

### **Conditions of employment:**

- The successful candidate must maintain legal eligibility to work in Canada. If the successful candidate possesses a work permit, it is their responsibility to ensure the permit remains valid.
- A Police Information Check satisfactory to the employer will be required from the successful candidate, at their expense. To obtain Police Information Check information please visit [www.winnipeg.ca/police](http://www.winnipeg.ca/police).
- Ability to work extended and flexible hours (evenings are required)

## How to Apply

**APPLY ONLINE**, including all documentation listed below:

1. Current resume (**required**).
2. Cover letter
3. Applications submitted without REQUIRED documentation will not be considered.

**\*Your application documents must clearly indicate how you meet the qualifications of the position.\***

## Notes

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact [311](#).

**Hours of Work: 8:30 a.m. to 4:30 p.m. Monday – Friday in office (as required during election or by-election)**

**Employee Group: WAPSO, Grade 3**

**Position Reports To: Manager of the Decision-Making Process**

**Only candidates selected for interviews will be contacted.**