



College of Licensed Practical
Nurses of Manitoba

POLICY CONSULTANT (full-time permanent)

The College of Licensed Practical nurse of Manitoba (CLPNM) regulates licensed practical nurses, graduate practical nurses and student practical nurses.

For more than 75 years, our job has been to ensure that the public receives competent, safe, and ethical care from practical nurses. We are the second largest health regulator in Manitoba and oversee almost 4000 LPNs, and over 400 SPNs and GPNs.

OVERVIEW

Picture a job where:

- the work you do makes a difference for those who receive nursing care in Manitoba
- you have the opportunity to influence nursing regulation and care across the province
- kindness, collaboration, and respect are the norm
- the balance between your personal and professional life is respected and encouraged

If you can picture this job and you believe your experience makes you the perfect person for this role, you are invited to apply for the CLPNM's exciting new position of Policy Consultant.

OUR CULTURE AND ENVIRONMENT

The CLPNM has a culture of respect, collaboration, and inclusion. We endeavor to support our employees to continually succeed, learn, grow, and thrive.

The CLPNM uses a hybrid work model. All staff both telecommute and work physically in the office, located on St. Anne's Road in Winnipeg.

The CLPNM offers a comprehensive benefits and pension package through HEB, generous vacation, and paid personal days.

THE POSITION

Reporting to the Deputy Director, the Policy Consultant contributes to the regulatory mandate and strategic direction of the College by providing expert policy support across all CLPNM program areas.

The Policy Consultant works closely with the Deputy Director and other members of the CLPNM team to carry out policy research, jurisdictional scans and analysis to develop options and recommendations for senior decision makers that are supported by strong rationale.

The Policy Consultant also works collaboratively with colleagues across the organization to develop tools, resources, and decision-making frameworks to help guide decisions at the committee and governance levels of the organization.

The Policy Consultant helps to ensure that CLPNM decisions and actions are informed by its stakeholder community, by establishing strong stakeholder relationships and by leading consultations and collaborations with LPNs, government representatives, employers, educators, and other regulatory bodies provincially and nationally.

The Policy Consultant leads, and project manages multi-year regulatory projects based on project scope, goals and acceptance criteria established by senior decision-makers. The Policy Consultant supports the implementation and adoption of policy and program changes by applying a range of change management strategies.

The Policy Consultant communicates information, policy options and recommendations clearly and concisely in both verbal form and in written form through various document types such as status reports, briefing notes, and project reports.

The Policy Consultant ensures that their work products align with governing legislation, by-laws, policies and strategic priorities of the organization.

The Policy Consultant performs all duties in a manner that serves and protects the public interest, while also in a manner consistent with the organizational values of respect, integrity, collaboration, quality, professionalism, and fairness.

KEY COMPETENCIES FOR THE POSITION

You must have a Bachelor's degree in public policy, public administration, social science, a health-related field or a related discipline. A Master's degree is preferred.

You must have extensive experience (5+ years) working within the public sector, government, a regulatory environment or a comparable environment.

You must have extensive experience (5+ years) conducting policy research, development and analysis.

You must be highly proficient in reading, writing, and speaking English. You must be able to communicate complex issues clearly, and provide clear rationale for all recommendations.

You must have experience writing a variety of high caliber reports for internal and external audiences, including status reports, briefing notes, and project reports.

You must have experience interpreting and applying legislation and regulations in a policy context.

You must have experience analyzing, interpreting, and reporting on data to inform policy decisions.

You must be comfortable working with technology, learning new applications, and supporting others to adopt new applications.

You must be able and willing to develop strong and effective stakeholder relationships, and able represent the CLPNM well at local and national tables and with diverse stakeholders.

You must have experience with or strong knowledge of Manitoba's health care system. Knowledge of the current LPN scope of practice is an asset.

Experience in program evaluation and/or performance measurement and reporting is an asset.

Familiarity with Manitoba's *Regulated Health Professions Act* is an asset.

You must be proficient in common Microsoft Office applications, including Outlook, Word and Excel. It would be an asset if you are proficient in a full range of Microsoft Office applications, including Teams, OneDrive and SharePoint, and if you are proficient with Adobe products.

You must possess excellent organizational and time management skills with the ability to manage multiple projects, adapt to changing and competing priorities, and meet deadlines.

You must be able to apply strong critical thinking and sound judgment in the role in order to uphold the College's legislative duty to serve and protect the public interest, while also demonstrating reasonableness and fairness to those we regulate.

You must be able to manage confidential materials and navigate sensitive subject matter among various stakeholders with differing positions and interests.

You must be legally entitled to work in Manitoba.

Applications in the form of a resume and cover letter will be accepted by email (info@clpnm.ca) until April 14 at 4:30 pm. We thank all applicants for their interest and will contact only those whose skills, knowledge, and experience most closely match the requirements of the position.