



Legislative Assembly Service

SASKATCHEWAN

If you are interested in this opportunity, please submit a cover letter and resume by 5:00 p.m. (CST) **February 8, 2026**, to:

Attention: Tammy Gedak, Principal Director of Human Resources
Room #123 - 2405 Legislative Dr.
Regina, Saskatchewan S4S 0B3
Tel: (306)-787-5583
Email: careers@legassembly.sk.ca

Please quote competition 1035300 in the subject line of your email.

Clearly indicate in your resume or cover letter where and how you have gained the required knowledge and qualifications. Selections for interviews will be based on this information. Applications without a cover letter will not be considered.

Thank you for your expression of interest. Only candidates selected for interviews will be contacted.

To learn more about the LAS and our Vision, Mission, and Values; and to find further information about the position, salary and benefits, please visit <https://www.legassembly.sk.ca/las/employment/>

Human Resource Consultant (Permanent, Full-time, onsite)

Imagine working at the heart of Saskatchewan's democratic process, where your Human Resources experience and knowledge doesn't just serve an organization—it sustains a parliamentary institution. Based in the historic Legislative Building in beautiful Wascana Park, this role offers the chance to grow, evolve, and contribute to something bigger. The Legislative Assembly Service (LAS) is dedicated to enhancing parliamentary democracy by providing impartial, non-partisan support to the Legislative Assembly. Our mission is to foster a transparent, participatory democracy, with a team committed to supporting the institution of Parliament for the people of Saskatchewan.

Human Resources at the Legislative Assembly Service (LAS) provides strategic and operational HR services in support of the LAS's non-partisan mandate and unique governance environment. HR supports parliamentary, procedural, corporate, and operational functions, with a strong emphasis on objectivity, discretion, and governance alignment.

Reporting to the Principal Director of Human Resources, the HR Consultant provides consultative HR services and specialized analytical support across a range of people and organizational matters. The role focuses on job analysis, classification and job design, policy interpretation, and advisory support to leaders, while also contributing to workforce planning, organizational effectiveness, and continuous improvement initiatives. The Consultant works closely with managers and senior leaders to ensure HR practices are consistent and aligned with legislative requirements and organizational priorities.

What You'll Do:

- Provide consultative HR services to managers and senior leaders, offering advice, interpretation, and coaching on a range of HR matters including classification, job design, recruitment, performance management, accommodation, and employee relations.
- Conduct job analysis and support the development, review, and classification of job descriptions and classification rationales in accordance with the Legislative Service Classification Plan and established standards.
- Advise on the interpretation and application of LAS HR policies, Board of Internal Economy directives, and relevant legislation, ensuring consistent, fair, and defensible people-related decisions.
- Contribute to workforce planning, organizational effectiveness, and change initiatives through analysis, research, documentation, and support for planning and engagement activities.
- Lead or support HR projects and continuous improvement initiatives, including the development of tools, resources, and briefing materials to strengthen HR practices and service delivery.

What You Bring:

- A bachelor's degree in business administration, human resources, organizational development, or a related discipline, supplemented by progressive HR experience. A Chartered Professional in Human Resources (CPHR) designation and/or graduate-level education is considered an asset.
- Demonstrated knowledge of HR principles and practices, including recruitment, classification and job evaluation, performance management, and employee relations.
- Strong analytical ability, with experience in job analysis, organizational design, and applying structured evaluation frameworks.
- Advanced technical writing skills, with the ability to prepare clear, concise, and defensible documentation.
- Sound professional judgment and the ability to provide objective advice in situations involving competing interests.
- Change management training or certification (e.g., Prosci ADKAR) is considered an asset.

All employees of the Legislative Assembly Service are required to provide non-partisan, confidential service to all Members of the Legislative Assembly.

The successful candidate will need to provide a satisfactory criminal record check.