



## Legislative Assembly Service of Saskatchewan

If you are interested in this opportunity, please submit a cover letter and resume by 5:00 p.m. (CST) by **Monday February 5<sup>th</sup>, 2024**, to:

Attn: Marieke Knight, Executive Advisor  
Room #225- 2405 Legislative Drive  
Regina, Saskatchewan  
S4S 0B3  
Tel: (306) 787-2335

E-mail: [careers@legassembly.sk.ca](mailto:careers@legassembly.sk.ca)  
**Please quote competition 1047066 in the subject of your email.**

Clearly indicate in your resume and cover letter where and how you gained the required knowledge and qualifications. Selections for interviews are based on this information.

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

## Planning and Priorities Consultant – Permanent Full-time

The Legislative Assembly Service of Saskatchewan (LAS) provides the administration and support required for the operation of the Legislative Assembly and provides organizational continuity from one Legislature to the next. United by a shared respect for the traditions and ideals of parliamentary democracy, LAS employees are a team of dedicated professionals working to sustain and enhance the institution of Parliament. The offices of the LAS are located in the historic Legislative Building in beautiful Wascana Park.

The LAS invites applications for the position of Planning and Priorities Consultant held within the Office of the Clerk. The office of the Clerk is a dynamic office that promotes the ideals of parliamentary democracy, leads strategic direction and organizational priorities, and administers and support the Legislative Assembly's operations.

The Planning and Priorities Consultant supports all divisions and leadership team through implementing strategic planning, implementing, and monitoring strategic actions and facilitating projects and workshops. The position provides facilitation and project support to all divisions and the leadership team. This role is assigned a portfolio of projects and plays a vital role in guiding stakeholders through the intricacies of project planning, measurement, and ensures successful project completion. This role is responsible for the development and coordination of testing for emergency and business continuity planning. The position works cohesively with others in the team, communicates effectively and positively, fosters collaborative and innovative workspaces, and maintains a friendly and supportive work culture.

The Planning and Priorities Consultant requires theoretical and operational knowledge and experience with strategic planning, project management, evaluation, accountability management, risk assessment, research, and data analysis.

Typically, the knowledge and competencies for this position are acquired through the completion of a bachelor's degree in social science, business, public administration, or related area, and is supplemented with over 4 years related experience. A master's degree is considered an asset.

Experience with strategic planning and leading/facilitating projects is required with knowledge of business continuity and improvement considered an asset. Having a PMP or change management designation, or interest in attaining one, is an asset.

Other combinations of experience and education may be recognized if clearly articulated in the application.

*This position requires a Criminal Records Check as a condition of employment.*

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

To learn more about the LAS, our vision, mission and values, and to obtain more information about the position, salary and benefits, please visit [www.legassembly.sk.ca/about/employment/](http://www.legassembly.sk.ca/about/employment/).