

SPECIALIST

Job Number: 0012019

Job Title: Specialist

Employment Type: Full-time (Term – Maternity Leave) April 1, 2019 to April 15, 2020

Location: Saskatoon

Level of Education: Bachelors degree in Business Administration, Commerce or Public Policy

Years of Experience: 3

Application Deadline: February 17, 2019

POSITION DESCRIPTION:

Innovation Saskatchewan (IS), an Agency of the Saskatchewan Government, seeks a dynamic, highly skilled and committed professional to assume the role of **Specialist** with our team in Saskatoon.

The successful candidate will provide expertise, advice, and services as follows:

- Provide expertise and services to assist the organization in the assessment of project submissions requesting funds from IS. In particular, provide analysis and support for economic, environmental and social impact evaluations of these proposals;
- Assist with developing processes and systems for evaluating provincial investments in innovation including investment in third party organizations, ministry and agency programs and projects;
- Provide expertise and project management of innovation project/program review utilizing processes approved by IS's Executive Team;
- Conduct research related to innovation performance metrics and best practices associated with these metrics. Provide expertise for IS's activities/projects and policies related to innovation metrics;
- Assist with developing communications strategies to assist IS's Executive Team communicate the impact and benefits of the province's investments in innovation;
- Maintain effective relationship with other provincial ministries, agencies and third-party organizations to ensure collaboration and cooperation in the delivery of databases, program reviews and metrics;
- Participate within the provincial government's Planning Network as a representative of Innovation Saskatchewan, and perform work related to the successful completion of the accountability reporting mechanisms expected by both the Planning Network and IS's Executive Team. In particular, provide input, analysis and assistance within processes related to strategic planning, program evaluation and review and accountability reporting; and

- Conduct analyses related to innovation policy and practice and provide recommendations and advice to the Executive Management of IS.

POSITION EXPECTATIONS:

You will have **knowledge** of:

- Sector strategy development; economic, financial, and business case analysis; strategic planning; project management; and intergovernmental relationships; and
- Trends and environmental factors that might influence innovation programs and policies.

You will have the **ability** to:

- Analyze trends and issues, clearly define problems, identify and develop options and solutions, and manage or make recommendations in order to meet IS goals and client needs;
- Research, analyze and evaluate diverse information and situations to solve problems, determine alternative courses of action and reach a decision;
- Assist, encourage, advise and cooperate with people of different backgrounds to promote and maintain healthy, positive relationships while achieving client, team and agency goals;
- Develop and maintain positive relations with a diverse range of clients and team members within the workplace, or sector and/or other government ministries and agencies to establish partnerships and work towards mutually acceptable or workable solutions/agreements;
- Work independently or collaborate as a team member with co-workers, agencies, and others to consistently meet program and client needs;
- Plan and organize multiple, complex tasks and projects taking into consideration conflicting and changing priorities to meet strict and/or changing deadlines; and
- Communicate verbally and in writing, information clearly, concisely and accurately at a level appropriate to the target audience. Ability to demonstrate strong communication skills to prepare briefings and other communications on the status of projects, initiatives and issues.

You will be:

- Proactive, innovative and creative in your approach to problem solving; and
- Positive and flexible in order to work independently as well as in a team environment.

EDUCATION REQUIREMENT:

- The ideal candidate will have a Bachelor in Business Administration, Commerce or Public Policy or an equivalent education and a minimum of 3 years of experience in a related field.

Innovation Saskatchewan's culture is driven by its values – integrity, excellence, innovation, collaboration and accountability.

APPLICATION INSTRUCTIONS

Please apply for this position by providing a cover letter and resume to:
careers@innovationsask.ca