

Career Opportunity

ABOUT AGLC

AGLC is a dynamic organization leading Alberta's gaming, liquor, and cannabis industries. Our team of high performers is driven to provide our customers with outstanding service and Albertans with choices they can trust.

ABOUT THE POSITION

Licensing Eligibility Analyst

Competition #: 19-116

Salary: \$60,356.25 to \$79,231.77 per annum

Closing Date: Friday, September 13, 2019

Position Location: West Edmonton Campus

JOB SUMMARY

Reporting to the Manager, Gaming Eligibility and Programs, this position is responsible for assessing applications for charitable gaming licences (including casino, bingo, raffle and pull tickets). The position ensures that applicants meet eligibility criteria (researching and assessing bylaws, lease agreements, financial statements, contracts, records of program delivery, websites, etc.) in accordance with the Alberta Gaming, Liquor & Cannabis policies as well as conducting full eligibility reviews on currently licensed groups. In situations of non-compliance, the position will monitor and facilitate the donation of gaming proceeds as needed. The position will also attend Board Hearings as an eligibility expert witness.

Our successful candidate will have a high degree of personal integrity and the ability to be objective when reviewing applications. They will also have a comprehensive understanding of AGLC charitable gaming policies and all characteristics of the Alberta Charitable Gaming Model. The successful candidate will be comfortable making independent decisions, weighing and assessing criteria against legislation and policy. Excellent interpersonal skills are needed to be able to build relationships with stakeholders in conflict situations. Strong communication skills (written and verbal) are essential.

SKILLS/QUALIFICATIONS

- Two year diploma in business administration or a related field
- A bachelor's degree in business or administration is considered an asset
- 5 years of progressively responsible related experience interpreting policy, performing research and doing stakeholder consultations for non-profit organizations.
- Demonstrated ability to interpret and apply knowledge of the Gaming, Liquor and Cannabis Act and Regulations, and the Charitable Gaming Policies Handbook, with knowledge of the relevant sections of the Criminal Code of Canada.
- Demonstrated independent decision making augmented by strong written and communication skills are required for this role.
- Prior experience working with charitable and non-profit groups an asset.
- Strong computer skills using Microsoft Word, Outlook and Excel is an asset.

NOTE: An equivalent combination of education and experience may be considered. Candidates with lesser qualifications may be considered at a lower classification and salary. This recruitment may be used to fill future vacancies.

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To be eligible to work for AGLC, you must be a Canadian citizen, permanent resident or eligible to work in Canada. We offer a comprehensive range of benefits. As a condition of employment you will be required to obtain a satisfactory security clearance and clean drivers abstract (if necessary) prior to employment. While we appreciate all applications we receive, we advise that only candidates under consideration will be contacted. AGLC is committed to creating a diverse environment and is proud to be an equal opportunity employer.

To learn more about AGLC and to view the complete job posting, please visit our website aglc.ca

ABOUT THE DIVISION and BRANCH

The Regulatory Services Division is responsible for ensuring the integrity of the gaming, liquor and cannabis industries in Alberta.

The Compliance Branch:

- Conducts regular, on-site inspections to ensure that liquor licensees, registrants, gaming licensees, tobacco retailers, and cannabis retailers comply with legislation and policy.
- Processes gaming, liquor and cannabis licence applications and registrations.
- Provides educational seminars to applicants, licensees, charities and agencies.
- Responds to inquiries from the public, licensees and government agencies and investigates all complaints.

When applying for a competition, please submit a cover letter and resume (either in word or pdf format). Please name your documents using your first and last name along with the competition number. For example: John Smith

Competition Number XX-XXX

AGLC - Human Resources

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