



College of
Registered Nurses
of Manitoba

Policy and Research Advisor

Reporting to the Chief of Regulatory Practices, the Policy and Research Advisor provides policy expertise in the research, development, and analysis of policies across various College program areas. They monitor, review, and write policies that align with the College's values and mandate and provide research support and recommendations on policy best practices. They participate in and provide support to the teams responsible for driving forward strategic objectives, initiatives and/or special projects initiated by the College.

Scope of this position:

- Maintains in-depth knowledge and understanding of *The Regulated Health Professions Act*, The College of Registered Nurses General Regulation, College bylaws, policies and all applicable legislation.
- Monitors, reviews, and drafts updates or revisions to policies as assigned.
- Gathers, analyzes, and synthesizes information to identify trends, issues, risks, and potential policy implications for professional regulation and the nursing profession.
- Prepares briefing notes, reports, environmental scans, and policy recommendations.
- Maintains policy documentation and supports policy review processes.
- Works collaboratively with the College's data staff to understand, analyze and appropriately frame data that supports policy work.
- Supports effective and efficient support to the College's Council.
- Supports the College's government relations function.

Education and experience:

- Completion of a bachelor's degree in health, social sciences, or a related field; or an equivalent combination of education and experience
- Minimum of 3 years of experience conducting work involving substantive support to and/or evaluation of organizational or program initiatives
- Experience in program or policy research, analysis, development, implementation and evaluation including, analyzing qualitative and quantitative information to develop proposals and assess their immediate and long-term implications and impacts
- Excellent written communication skills, with experience writing clear, concise documents and reports for a variety of audiences
- Highly developed analytical skills with the ability to synthesize complex issues logically, concisely, and methodically while identifying potential opportunities, risks and/or barriers
- Ability to work with a high degree of independence and manage time and multiple work priorities effectively
- Political acumen and ability to effectively assess the degree of sensitivity associated with different matters and information
- Proficiency with MS Office, including Teams, SharePoint and Excel

This position requires excellent organizational skills, flexibility, attention to detail, motivation to be self-directed, and an ethical regard for confidentiality of information.

To apply, please submit your resume and cover letter before noon on September 7, 2026 to:

Susan Irwin, Manager of Human Resources
careers@crnm.mb.ca

THIS POSITION IS FULL-TIME WITH A SALARY STARTING AT \$81,841.00
WE ALSO OFFER A COMPETITIVE BENEFITS PACKAGE.

We thank all who apply, but only those chosen for an interview will be contacted.