



Lotteries and Gaming Saskatchewan (LGS) is a crown corporation responsible for overseeing the conduct and management of all casinos, video lottery terminals (VLTs), lotteries, and online gaming within the Province of Saskatchewan. As a newly formed entity with just under 30 staff members, LGS offers a unique and exciting opportunity for individuals interested in gaining a variety of experience with greater involvement at the senior leadership level.

HUMAN RESOURCES CONSULTANT

1 Full-time, Permanent Position

Compensation: \$97,147.06 - \$126,028.62 (2025 Rates)

Reporting to the Director, Human Resources, the Human Resources Consultant provides comprehensive guidance and support to LGS staff on a variety of human resource operational issues. This position will have a wide range of responsibilities related to all aspects of human resources such as learning and development, recruitment and onboarding, training and development, occupational health and safety, compensation, payroll and benefit administration, and HR reporting.

The Human Resources Consultant will:

- Provide timely advice, guidance and information to employees and leaders on all aspects of human resources including the interpretation and application of applicable legislation, policies and practices.
- Oversee the biweekly and year-end payroll activities administered through the third-party payroll provider. Ensure preparation, reconciliations, statutory filings, and reporting are administered in compliance with federal and provincial payroll, tax, and employment legislation; LGS policies; and existing service-level agreements.
- Collaborate with business leaders on current and future staffing requirements and lead the recruitment and onboarding process.
- Identify training needs, develop training programs and implement learning interventions including sessions, workshops, and online learning modules.
- Administer the employee compensation and benefit programs and make recommendations for program changes and enhancements, where appropriate.
- Conduct the job classification process including working with leaders to define job requirements, create job descriptions, complete job evaluations and arranging market survey reviews
- Maintain the LGS Human Resource Information System including data entry, generating reports and analytics, and participating in improvement initiatives such as upgrades, testing, and new functionality rollouts, as required.
- Develop, implement, and maintain HR policies and procedures aligned to organizational values and legislative requirements.
- Work collaboratively with staff, vendors, stakeholders, and partners on Human Resources related matters while promoting a positive and inclusive work environment.
- Complete other duties as assigned.

Qualifications:

Our ideal candidate will have an undergraduate degree in business/commerce majoring in Human Resources, or a related field and a minimum of six years of relevant work experience. Knowledge of payroll and benefit administration and/or a Payroll Compliance Practitioner (PCP) certification would be considered an asset. ***An acceptable combination of education and experience may be considered.***

Competencies:

Using a variety of assessment tools such as in-person interviews, written examinations and reference checks, candidates will be assessed against the following competencies:

RELATIONSHIPS: Builds and maintains positive and trusting workplace relationships that are characterized by a high level of acceptance, collaboration and mutual respect. Ability to plan, develop, and facilitate information sessions and meetings and respond to questions to promote a greater understanding of research, statistical and performance results, issues, and proposed recommendations clearly and concisely.

PROBLEM SOLVING: Identifies, plans and resolves complicated workplace problems and/or issues; and, ensures that work decisions are made based on LGS's policies, procedures, guidelines, operational and strategic direction.

CLIENT FOCUS: Builds and maintains high levels of client satisfaction by providing timely, safe and reliable, high-quality products and services.

ACCOUNTABILITY: Takes personal responsibility for one's own regular work duties; acknowledges and learns from past errors without blaming others; and recognizes the impact that one's behaviours and words has on team members throughout the corporation and with external stakeholders.

PLANNING/STRATEGIZING: Developing plans, strategies and methods for accomplishing goals and objectives while measuring results against plans.

POLICY DEVELOPMENT/INTERPRETATION: Interpreting, explaining and implementing organization and unit policies, procedures, guidelines and programs; working within the spirit and the intent of policy for the organization's success.

SCOPE: Handling a wide assortment of work duties that demand significantly different skills or knowledge bases.

CREATIVITY, INNOVATION & CHANGE: Through collaborative efforts, works with other team members to increase LGS's customer service value; encourages new ideas, solutions and/or recommendations; and supports the continuous improvement of LGS's products/services, policies, procedures and/or guidelines.

COMMUNICATE EFFECTIVELY: Shares and receives information using clear verbal and written and interpersonal communication skills with other team members and with external stakeholders. Communicates complex research results to senior leaders through data visualization, oral presentation and written communication, including advising on the validity of findings and recommends evidence-informed actions to improve sector effectiveness and efficiency.

Work Eligibility:

You must be able to obtain and maintain a Gaming Employee Certificate of Registration. You must be legally entitled to work in Canada.

Other Information:

Preference will be given to qualified Indigenous candidates who self-identify and provide proof upon request. We thank all applicants however, only those short listed for interviews will be contacted.

How to Apply:

Qualified individuals must clearly state how they meet the screening criteria in their covering letter and resume. Applications can be emailed to lgscareers@lgsask.com . Deadline for receipt of application is **Friday, November 13, 2026 by 5:00 pm.**

Website = www.LGSask.com

