



Crown Investments Corporation of Saskatchewan (CIC) is the holding company for Saskatchewan's commercial Crown corporations.

The Crown Services Division plays a central role in supporting operational integrity and effectiveness. The division is responsible for delivering expert legal, human resources, and governance leadership, ensuring consistent, high-quality practices across CIC and its subsidiaries. The division:

- *provides legal services and advice to CIC, the Crown sector and the CIC Board;*
- *delivers corporate human resource strategy and services;*
- *develops and oversees human resource policies and frameworks for the Crown sector;*
- *provides corporate secretariat services to the CIC and Crown sector Boards of Directors; and*
- *develops and upholds corporate governance frameworks and policies.*

Senior Legal Programs Specialist

Reporting to the General Counsel, this position offers an opportunity for meaningful and challenging work in an encouraging and dynamic environment that promotes trust, excellence, leadership, and teamwork.

The Senior Legal Programs Specialist supports CIC by leading several core legal and compliance programs, ensuring CIC fulfills its statutory, policy, and governance obligations while continuously improving the efficiency and effectiveness of its compliance programs. This position supports clear and consistent practices across the Crown sector and oversees CIC's Records and Information Management Program, internal and subsidiary Crown policy manuals, the Freedom of Information (FOI) program, internal contract processes, and provides guidance on procurement practices.

This position involves managing:

- The CIC Records and Information Management Program to ensure CIC meets all legal and policy obligations.
- The internal CIC Policy & Procedures Manual and the Subsidiary Crown Policy Manual, ensuring the policy governance framework is adhered to and continually improved.
- CIC's Freedom of Information (FOI) Program to ensure compliance with the legislation, associated timelines and coordination across the Crown sector, supporting collaboration with and oversight of subsidiary Crowns.
- Internal contract processes, including supporting business units in the use of template contracts and liaising with legal counsel to draft contracts requiring legal expertise.
- Recommending, undertaking, and participating in initiatives required to support the corporation in fulfilling its role and mandate.
- Other related duties as assigned.

Qualifications will include:

- Completion of a one-year post-secondary certificate in Legal Administrative Services or a related discipline, supplemented with a minimum of five years of progressively responsible experience in areas such as records management, FOI coordination, policy development, legal administration, contract management or public sector compliance.

Knowledge, skills, and abilities will include:

- Effective interpersonal, verbal, and written communication skills.
- Strong organizational skills with the ability to manage multiple priorities simultaneously while maintaining attention to detail.
- Ability to adapt to changing priorities while continuing to pursue key objectives.
- Sound judgment and discretion in handling sensitive and confidential information with integrity.
- Strong problem-solving abilities and a proactive approach to identifying new approaches, efficiencies, and improvements.
- Ability to work independently and self-direct the management and completion of responsibilities and projects.
- A flexible and cooperative team-oriented approach, with the ability to develop positive and professional working relationships both internally and externally.
- Experience working in a legal or compliance environment is an asset.

The successful candidate shall be subject to an Employment Screening Check as a condition of employment.

Position Details:

Number of Positions Available: one (1)

Posting Type: Permanent Full-Time

Position Location:

Regina, Saskatchewan

Salary Range:

Level 5 - \$81,034 - \$97,246/annum

Salary will be commensurate with the candidate's knowledge, competence, and experience.

Hours of Work:

Monday to Friday - 38.75 hour work week

Closing Date:

February 20, 2026

How to Apply:

Resumes should be forwarded in confidence to careers@cicorp.sk.ca. Please note that previous applicants need not reapply.

CIC would like to thank all applicants for their interest and wish to inform that only those selected for further consideration will be contacted.