



## **Employment Opportunity**

### **Regulatory Analyst – Lands Protection Act**

**Temporary, Full Time Position (One Year Contract), with possibility of extension**

#### **Salary:**

**Level 15, UPSE - (\$35.19 - \$43.17 per hour, increasing to \$35.89 - \$44.03 per hour as of April 1, 2026)**

Applicants are requested to clearly detail in their letter of application, how their qualifications relate to the position as advertised.

**CLOSING DATE – Thursday, March 26, 2026 - 4:00 p.m.**

Please submit resumes and letters of application to  
Fernanda Fallesen, Finance, HR and Regulatory Clerk  
[ffallesen@irac.pe.ca](mailto:ffallesen@irac.pe.ca)



**One Year Contract  
Regulatory Analyst – Lands  
Protection Act**

<b>Job Title:</b> Regulatory Analyst	<b>Appointment Date:</b> April, 2026
<b>Incumbent:</b>	<b>Bilingual:</b> An Asset
<b>Reports To:</b> Director of Land	<b>Level:</b> Level 15, UPSE

### Purpose of the Position

The primary purpose of the position is to provide timely, accurate, and complete processing of applications and filings pursuant to the PEI Lands Protection Act and Regulations.

### Primary Duties

- Analyze, process and review applications submitted pursuant to the PEI Lands Protection Act and prepare submissions to the Commission, the Minister, and Executive Council;
- Respond to inquiries regarding the statutory and regulatory requirements of the PEI Lands Protection Act;
- Liaise with Government departments and agencies, lawyers, and law firm personnel concerning various aspects of the Lands Protection Act and land issues on PEI;
- Conduct research and analysis as requested by the Commission on all matters relating to land;
- Assist with the processing and administration of the Lands Protection Act declaration process and the Lands Identification Amendment application process;
- Assist with drafting and making presentations to interest groups;
- Conduct compliance monitoring;
- Assist in maintaining the land information system and develop reports as required by the Commission;
- Assist in developing Commission policies and procedures related to land matters;
- Provide such other assistance as required by the Commission; and
- Such other related duties as may be assigned to meet organizational needs, including duties as may be designed in support of other divisions within the Commission's mandate. Specific statements of responsibilities not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### Minimum Qualifications

- Minimum of Grade 12. Successful completion of a college diploma or university degree program an asset.
- Experience as a real estate paralegal and an understanding of real estate transactions an asset.
- Experience as a corporate/commercial paralegal or working with corporate/commercial documents and an understanding of corporate organization and structures an asset.

- Excellent analytical skills.
- Excellent analytical, written communication, and editing skills are required.
- Ability to maintain strict confidentiality.
- Ability to read and interpret legislation, policies and practice procedures and protocols.
- Ability to function with minimal supervision in a fast-paced environment.
- Advanced computer skills (Microsoft Office, Excel) and experience working with databases.
- Excellent time management, organizational, and decision-making skills.
- Previous experience in dealing with clients and working within a legal office environment an asset.