

# **Skilled Trades Ontario** **Métiers spécialisés Ontario**

**Position Title: Supervisor, Stakeholder Relations & Outreach**

**Position Type: Full time – Permanent**

**Location: Toronto, ON**

**Job Grade: 6**

**Salary Range: \$73,372 - \$106,304 / year**

**Hours of work: 36.25 hr/week**

**Skilled Trades Ontario is a new Crown agency which replaced the Ontario College of Trades. It is responsible for skilled trades certification in Ontario, which includes:**

- **Establishing apprenticeship programs**, including training standards, curriculum standards and certification exams
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario
- **Issuing Certificates of Qualification** in all trades with certifying exams
- **Renewing Certificates of Qualification** in compulsory trades
- **Maintaining a Public Register** of people authorized to work in compulsory trades
- **Conducting research** in relation to apprenticeship and the trades

Skilled Trades Ontario is currently seeking a Supervisor, Stakeholder Relations & Outreach. The Supervisor, Stakeholder Relations & Outreach will oversee and implement stakeholder outreach strategies and build Skilled Trades Ontario's partnerships with stakeholders across education, government and industry to promote careers in the skilled trades, simplify access to services and address the labour shortage.

**Responsibilities:**

- Represents Skilled Trades Ontario at events and meetings with industry stakeholders in education, government and industry, and fosters stakeholder partnerships with senior leaders
- Develops, manages and oversees a comprehensive stakeholder relations and outreach strategy, working with partners, stakeholders and internal staff to implement
- Manages and oversees all outreach and promotional activities, including a series of provincewide career fairs attended by thousands of students and parents each year
- Manages and delegates editorial calendar content for the Skilled Trades Ontario's stakeholder newsletter
- Researches and identifies opportunities to educate, inform and build relationships with key audiences and stakeholders across the province
- Leads the planning and execution of tours and events attended by the Registrar and CEO, senior management and/or Board members, appearing on their behalf as required
- Manages and coaches direct reports
- Maintains a robust and reliable database of stakeholder contacts and upcoming events; tracks, measures and reports on outcomes
- Builds strong and productive relationships with third-party supporters to broaden the reach of Skilled Trades Ontario
- Observes and reports on Question Period from Queen's Park
- Assists in the rapid response to issues and questions related to Skilled Trades Ontario raised during Question Period at Queen's Park
- Oversees the coordination and response to inquiries from Members of Provincial Parliament (MPP's) and their constituency offices
- Reports to the Manager, Corporate Communications

**Qualifications:**

- Valid driver's license
- Post-secondary degree or certification
- Journeyman certification would be an asset

- Minimum five (5) years of experience managing and fostering stakeholder relations
- Experience managing and coaching direct reports in a unionized environment would be an asset

**Knowledge of:**

- Ontario apprenticeship system and skilled trades industries, including its stakeholders
- Stakeholder engagement and outreach strategies, including how to facilitate face-to-face meetings/events and online discussions
- Project management techniques and methods to plan and manage concurrent outreach initiatives

**Skills include:**

- Relationship management to maintain partnerships with stakeholders
- Event planning and coordination
- Oral communication to present to large groups and senior leaders, and provide consultative and communications advice and expertise on stakeholder relations and outreach
- Written communication to write and adapt a range of communications products and materials including speeches, news releases, and related materials for stakeholder and outreach activities and events
- Attention to detail and strong project management
- Ability to think strategically
- Interpersonal skills, diplomacy and tact to supervise a team
- Flexible approach and commitment to working as part of a team

\*Only those candidates selected for an interview will be contacted.

How to Apply: Please forward your resume, together with a separate cover letter by August 11, 2022, to [careers@skilledtradesontario.ca](mailto:careers@skilledtradesontario.ca). Only applications submitted via email will be

accepted. Be sure to quote the following competition number in the subject line of your email:  
STO-033-22.

We thank all applicants for their interest and will contact those whose skills, knowledge, and experience most closely match the requirements of the position.

The STO embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and the STO's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the STO. We welcome applications from all qualified persons.

The Skilled Trades Ontario is an equal opportunity employer.