



Position Title: Corporate Governance Analyst

Position Type: Full time - Permanent

Location: Ontario

Job Band: 8

Salary Range: \$33.79 - \$42.85 / hour

Hours of work: 36.25 hr/week

Skilled Trades Ontario is a new Crown agency 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 Corporate Governance Analyst. To provide policy, research, project management and administrative support for a range of governance and regulatory issues affecting the governing structure of Skilled Trades Ontario (“STO”).

Responsibilities:

- Provides support in the conceptualization, development and evaluation of policies and strategies
- Works on multiple concurrent projects involving the research, analysis and reporting of policy issues and evidence-based research

- Develops policy analyses, options and recommendations for policy directions and strategies
- Provides policy support on project teams to develop policies
- Provides policy advice and expertise across STO to ensure consistent interpretation and application of STO policies and strategies
- Provides full administrative and executive-level support, as directed, to the entire Corporate Governance team and STO Board of Directors
- Provides support for financial tracking including per diems and expenses for the Corporate Governance team and STO Board of Directors
- Provides support for STO advisory committees and adjudicative bodies
- Works on communication materials for internal and governance purposes including memos and briefings
- Establishes and updates project plans for projects, when and as directed, across the Corporate Governance team and the governance structures it supports. Looks for and acts on opportunities for improvement in corporate governance practices including: analyzes and reports on trends, performance, risks
- Supports the future adjudicative functions of STO, including registration appeals and structures, which may involve: organizing submissions from the public, preparing materials, dealing with the public and assisting panel members
- Supports the STO corporate governance team with Freedom of Information requests and other related data and public inquiries

Qualifications:

- Relevant years' experience in a similar role or in roles with readily and demonstrably transferable requirements
- Relevant experience working with a Board of Directors, or similar governance structures is preferred
- Formal training, certification or education in corporate governance principles and practices would be an asset

Knowledge of:

- Knowledge of various policy analysis and development methods and processes within a regulatory or government environment
- Knowledge of corporate governance principles and methodologies
- Knowledge of Microsoft Office (Word, Excel, PowerPoint), Microsoft SharePoint, and Adobe Acrobat

Skills include:

- Experience with drafting memos, briefings, and other communication materials

- Experience with analysis of research methods and techniques
- Project management skills to work on concurrent projects and to monitor projects across the various branches within STO
- Excellent written and oral communication skills to provide advice, develop policy options and recommendations, briefing notes, research findings, analytical tables and models
- Administrative skills including knowledge of multi-calendar management and timeline development
- Experience with financial and project tracking software and methodologies

*This position is represented by OPSEU.

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

How to Apply: Please forward your resume, together with a separate cover letter by February 3, 2023 to 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-005-23. 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.