



**Position Title: Corporate Strategist**

**Position Type: Full-Time**

**Location: Mississauga, ON**

**Job Band: 9**

**Salary Range: \$35.98 - \$42.99/hour**

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

**Reporting to: Corporate Secretary, Corporate Governance**

**This posting is applicable to: Internal/External Applicants**

**Skilled Trades Ontario (STO) is a 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.

The Corporate Strategist at Skilled Trades Ontario (STO) is responsible for the development, coordination, and production of comprehensive annual reports, business plans, and various organizational reports. This role demands a high degree of accuracy, strategic insight, and collaboration with various departments to ensure that all reports reflect the organization's goals, achievements, and future directions. This role is essential to ensuring that STO's reporting is thorough, accurate, and effectively communicates the organization's progress and strategic direction to all stakeholders.

**Responsibilities:**

- Prepare, compile, and produce annual reports, business plans, and other organizational reports.

- Collaborate with different departments to gather and synthesize data and information for reporting purposes.
- Synthesize complex data into clear, actionable insights for senior management and stakeholders.
- Ensure all reports comply with regulatory requirements and industry standards.
- Develop and maintain reporting templates and standards to ensure consistency and clarity.
- Assist in the design and layout of reports to enhance readability and impact.
- Present findings and reports to senior management and stakeholders as required.
- Monitor industry trends and best practices to continuously improve reporting processes.
- Support ad hoc reporting requests and projects as needed.
- Lead requirements sessions with senior executives to develop a comprehensive framework for reporting.
- Develop strategies aligned with Skilled Trades Ontario's priorities and business goals.

**Qualifications:**

- Bachelor's degree in Business Administration, Communications, Finance, or a related field.
- Relevant years of experience in strategy, strategic planning, management consulting, corporate reporting, financial analysis, or a related role.
- Prior experience working for public agencies.
- Strong understanding of public agencies, reporting standards and regulatory requirements.
- Proficiency in Microsoft Office Suite, particularly Excel, Word, and PowerPoint.
- Excellent written and verbal communication skills.
- CPA or MBA designation is considered an asset.

**Knowledge of:**

- Knowledge of financial reporting standards and practices.
- Knowledge of corporate governance policies and procedures within a regulatory or government environment.

**Skills Include:**

- Expertise in data analysis and interpretation.
- Strong project management skills with the ability to manage multiple projects simultaneously.
- Excellent communication and presentation abilities.

- Proficiency in data visualization tools and software.
- High attention to detail and accuracy.
- Strong data management skills, including experience with tools like Power BI and VBA.
- Proficient business acumen skills and understanding of market dynamics.

\*This position is represented by OPSEU.

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

How to Apply: Please forward your resume by **July 22, 2024 at 5:00pm EST** 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-039-24 – Corporate Strategist**. We thank all applicants for their interest and will contact those whose skills, knowledge, and experience most closely match the requirements of the position.

Skilled Trades Ontario 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 Skilled Trades Ontario's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to Skilled Trades Ontario. We welcome applications from all qualified persons.

Skilled Trades Ontario is an equal opportunity employer.