



Position Title: Project Manager

Position Type: Fixed-Term

Duration: Twenty-four (24) months

Location: Mississauga, ON

Job Grade: 7

Salary Range: \$102,102.52 - \$138,660.70 / year

Hours of work: 36.25 hours / week

Reporting to: Director, Policy, Research and Standards

This posting is applicable to: Internal & External Applicants

Skilled Trades Ontario 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

Skilled Trades Ontario (STO) is currently looking for a Project Manager, responsible for managing the multi-year project to apply a diversity, inclusion and environmental impact lens to develop accessible materials and resources to support 25,000 apprentices in Ontario.

This position oversees unionized staff, provides support to and works directly with internal and external stakeholders to ensure that project deliverables are completed on time within the budget and defined scope. Ensures coordination with all teams working on the project to meet goals as required by the organization. Oversees project team deliverables and reports on progress towards completion for leadership as well as coordinates and delivers project reports to the federal government (Employment and Social Development Canada).

Responsibilities:

- Manages project planning, implementation, reporting and evaluation;
- Defines work plan for team and ensures high quality and timely execution of projects that meet defined objectives /budgets / schedules;
- Leads project by implementing common project methodology and project management processes; responsible for liaison with Employment and Social Development Canada;
- Initiates, prepares and /or coordinates the development of a wide variety of documents in support of projects for use by senior management, including, project plan, status reports, identification of issues to be addressed, their relative priority and proposals for the resolution of problems, potential difficulties, and their impacts, design requirements, legal opinions, records, comments, and issue;
- Manages effective and appropriate project governance structures;
- Ensures proper financial management of the project including providing updates to Leadership on budget utilization and elevating any budgetary considerations;
- Responsible for generating reports for Management including CEO Reports as well as any reports communicated to the Project Partners;
- Develops consultation and engagement processes and activities and consults with all relevant divisions / branches ensuring that STO program and technical requirements are defined and incorporated at all stages; effectively uses metrics to track progress, identify issues, make decisions and improvements;
- Develops and maintains ongoing contacts, effective working relationships, and linkages within the organization to identify and resolve issues and address concerns;
- Ensures proper risk management by documenting all risks and employing an effective mitigation strategy;
- Fosters strong relationships throughout the organization while promoting a collaborative environment conducive to project accomplishments;
- Provide leadership and guidance to a diverse team of unionized staff members, foster a collaborative and inclusive work environment;
- Responsible for taking the lead on any procurement initiatives required for the Project;

Qualifications:

- Proven project management experience to lead high performance teams in a fast-paced and complex multi-stakeholder environment;
- Excellent leadership, judgement and analytical skills;
- Effective communicator with proven skills to foster and promote cooperation and work collaboratively with stakeholders;
- Strong business acumen to align project deliverables to business objectives;
- Strong background in managing project teams and coaching skills, demonstrating integrity and professionalism;
- Experience working within a unionized and/or regulatory environment would be an asset;
- Proficiency with MS Office suite (e.g. Word, Excel, Power Point and Outlook), with exceptional Excel skills;
- Project management certification considered an asset;

Knowledge of:

- Project management methodology, best practices, tools and techniques to ensure effective management and delivery of all assigned projects from initiation through implementation;
- Research and evaluation techniques to manage the planning, implementation, and evaluation of assigned projects;
- The operations and capabilities of standard software solutions, including but not limited to MS Project, SharePoint and Visio for project management, as well as MS Office applications for email management, word processing, database management, spreadsheet, presentation and graphics to create tables, charts and presentation packages, prepare reports, briefing notes, and correspondence;
- Health & Safety practices and principles;
- Skilled Trades and Apprenticeship experience is considered an asset;

Skills include:

- Project methodology and project management skills to provide project planning and leadership on concurrent initiatives;
- Demonstrated ability to achieve results;
- Ability to set clear expectations, manage team performance and build high morale among team members;
- Problem-solving, conflict management and negotiation skills;

- Strong time-management and organizations skills;
- Ability to build and establish positive relationships and partnerships with internal/external stakeholders;
- Ability to conform to shifting priorities, demands, and timelines;
- Tact and diplomacy to coordinate sensitive and confidential information;
- Effective written and verbal communication skills;
- Proven skills in vendor selection and management;
- Ability to synthesize information to address unprecedented / complex issues, analyze the impact of new issues and requirements from a corporate perspective and identify potentially contentious issues;
- Ability to conduct research to apply the experience of other jurisdictions in relevant areas, and the ability to assess the information, identify best practices and determine their applicability to assigned projects;
- Ability to work collaboratively and independently;

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

How to Apply: Please forward your resume by 5 pm on **June 25, 2025** 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-019-25**.

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 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.

Skilled Trades Ontario is an equal opportunity employer.