



Position Title: Project Analyst

Position Type: Fixed term

Duration: Until December 31, 2027

Location: Mississauga, ON

Job Band: 8

Salary Range: \$38.13 - \$48.35 /hour

Hours of work: 36.25 hr/week

Reporting to: Project Manager

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 and other training programs for trades**, including training standards, curriculum standards, and certifying examinations
- **Conducting research and evaluating** whether a trade should be prescribed under the Act and making recommendations to the Minister
- **Issuing certificates** under the Act
- **Maintaining a Public Register** of apprentices and holders of Certificates of Qualification and Provisional Certificates of Qualification in compulsory trades
- **Promoting trades and apprenticeship**, as well as inclusivity and diversity within the skilled trades system
- **Conducting research and collecting data** to support continuous improvement in the skilled trades system
- **Collaborating with other Canadian governments** on the Interprovincial Standards Red Seal Program, trade standards, and mobility agreements
- **Carrying out any other objects** as may be prescribed

This position is responsible for supporting the project manager in tracking status of project deliverables and assisting with planning and monitoring to ensure successful project delivery.

This position 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.

Additionally, the project analyst is responsible for project data gathering, analysis and reporting especially around the agreed upon KPI's with partners. The individual will also need to leverage data gathering tools to research project opportunities for improving health and safety in the Skilled Trades.

Responsibilities:

- Supports project development and implementation from the initial conceptual phase by implementing common project methodology and project management processes; responsible for ongoing vendor management as required;
- Initiates, prepares and/or coordinates the development of a wide variety of documents in support of projects for use by project manager, including the identification of issues to be addressed, their relative priority, and proposals for the resolution of problems, potential difficulties, and their impacts;
- Establishes effective and appropriate project governance structures;
- Monitors work plan for team and ensures high quality and timely execution of projects that meet defined objectives/budgets/schedules;
- Supports project planning, implementation, reporting and evaluation;
- Develops and maintains ongoing contacts, effective working relationships, and linkages within the organization to identify and resolve issues and address concerns;
- Ensures that appropriate documentation is maintained and updated throughout the project, including long-term project contracts, design requirements, legal opinions, records, comments, and issues;
- Supports 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;

Qualifications:

- A combination of experience and/or education in Project Management and Research, or a relevant discipline, with course work in Project Management;
- A Bachelor of Education from an accredited post-secondary education is considered an asset;
- Certified in Project Management methodologies, Agile certifications like PSM or CSM;
- Proven experience to lead high performance teams in a fast-paced and complex multi-stakeholder environment;
- Data analysis and AI skills to assist in preparing research reports and project Key Performance Indicator reports;
- Excellent 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 leadership 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;

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;
- PDF Acrobat and other related software would be 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;

*This position is represented by OPSEU.

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

How to Apply: Please forward your resume by **October 9, 2025 at 5:00pm EDT** to **careers@skilledtradesontario.ca**. Only applications submitted via email will be accepted.

Please quote the following competition number in the subject line of your email: **STO-035-25 – Project Analyst**

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.