



Position Title: Director, Policy, Research & Standards

Position Type: Regular/Full-Time

Location: Mississauga, ON

Job Grade: 8

Salary Range: \$123,534.84 - \$167,781.43/year

Hours of work: 36.25 hours/week

Reporting to: Chief Operating Officer/Deputy Registrar

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.
- **Administering apprenticeship programs**, including approving apprentices and sponsors, registering training agreements and assessing applications for apprenticeship program completion.
- **Issuing certificates of apprenticeship** to completed Ontario apprentices.
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario.
- **Administering exams**, including certifying exams, in all trades subject to certifying exams.
- **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.
- **Researching** apprenticeships and the trades.

The Director, Policy, Research and Standards provides operational leadership in the development and management of Skilled Trades Ontario's (STO) apprenticeship system policies, research, and data functions. This role supports the organization's mandate by overseeing the processes that inform apprenticeship program development, curriculum standards, and certification tools. The Director advises the Registrar and Deputy Registrar and works closely with senior stakeholders to ensure alignment with STO's operational priorities.

Responsibilities:

Operational Policy, Research, and Data

- Lead the development and implementation of operational policies related to Ontario's apprenticeship system.
- Oversee STO's research and data functions, including identifying trends, analyzing system performance and supporting evidence-based decision-making.
- Oversee STO's data strategy, including collection, analysis, and reporting to support operational policy development and system performance monitoring.
- Support the planning and execution of public consultation processes in collaboration with the Manager,
- Communications and Stakeholder Engagement.
- Provide policy advice to the Registrar and Deputy Registrar on matters within STO's operational scope.
- Collaborate with internal teams to ensure operational policies and standards are implemented consistently across STO functions.
- Lead the design and implementation of the Trade Prescription Process, establishing a consultative
- framework to assess and recommend trade designations and classification changes. This includes coordinating stakeholder input, developing criteria for evaluation, and preparing policy advice for the Minister.
- Oversee the development and administration of the Credential Recognition framework (Provincial, National and International), ensuring that applicants with equivalent training and experience are appropriately assessed for eligibility to challenge the Red Seal exam. This includes aligning recognition practices with national standards and supporting mobility across jurisdictions.

Apprenticeship Standards, Curriculum and Exams

- Collaborate with the Standards team to support the development of apprenticeship programs, curriculum standards, and certification examinations.
- Fulfill Ontario's obligations under the Canadian Council of Directors of Apprenticeship (CCDA) by contributing to the development and implementation of Red Seal trade standards and examinations, ensuring continued participation in the national program. Ensure the alignment of standards development processes with STO's operational policies and regulatory requirements.
- Maintain awareness of emerging issues and trends in apprenticeship and skilled trades.

Board Support

- Prepare and present relevant policy, research, and data materials to the Board of Governors and its committees.
- Ensure materials are clear, accurate, and aligned with STO's operational mandate.

Stakeholder Engagement for Standards Development

- Engage with senior stakeholders across government, industry, and education sectors to support STO's operational initiatives.
- Collaborate with senior stakeholders to inform and implement apprenticeship-related policies and standards.
- Maintain professional relationships that support the development and implementation of apprenticeship policies and standards.

Qualifications:

- Progressive experience in government, regulatory bodies, or professional organizations related to apprenticeship, public policy, or skilled trades.
- Experience advising senior stakeholders and working within complex operational environments.
- University degree in Political Science, Education, Public Policy, or a related field.
- Experience in apprenticeship program or trade standard development is an asset.
- Background in trades or apprenticeship is an asset.

Skills Include:

- Operational policy development within a regulatory or apprenticeship context.
- Research methodologies and data analysis to support policy and program development.
- Data governance, analytics, and performance measurement frameworks.
- Adult learning principles and curriculum design.
- Apprenticeship systems and skilled trades.
- Relevant legislation and regulations under the Building Opportunities in Skilled Trades Act, 2021 (BOSTA).
- Project management and stakeholder engagement.
- Professional communication and relationship-building with senior stakeholders.

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

How to Apply: Please forward your resume by **October 17, 2025 at 5:00pm EDT** 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: **Director, Policy, Research & Standards – STO-033-25**. 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 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.