



Position Title: FOI & Policy Analyst

Position Type: Full-Time/Permanent

Location: Mississauga, ON

Job Band: 9

Salary Range: \$40.59 to \$48.51/hour

Hours of work: 36.25 hours/week

Reporting to: Corporate Secretary

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 FOI and Policy Analyst at Skilled Trades Ontario (STO) provides support in the administration of Freedom of Information (FOI) requests and contributes to the development and implementation of internal policies and procedures. Responsible for ensuring timely, accurate, and compliant responses to information requests, while also assisting in policy research, drafting, and coordination activities.

The ideal candidate will have strong organizational skills, attention to detail, and an interest in public administration, transparency, and policy development. This is an excellent opportunity for someone looking to build experience in governance, compliance, and policymaking.

Responsibilities:**Freedom of Information (FOI) Support**

- Prepare and maintain a FOI process for the Agency.
- Ensure that appropriate staff members have an appropriate level of training or awareness on the FOI process and any legislative changes in consultation with the Supervisor.
- Assist in logging, tracking, and managing FOI requests.
- Raise privacy or confidentiality issues/breaches identified during FOI processing or policy development to the Corporate Secretary mitigation steps.
- Maintain and improve records classification and retention systems to support efficient FOI responses.
- Draft initial responses or gather relevant information under supervision.
- Liaise with internal departments to collect and verify the information required for FOI responses.
- Ensure all FOI requests and responses are properly documented and stored.
- Help maintain compliance with the Freedom of Information and Protection of Privacy Act (FIPPA), Accessibility for Ontarians with Disabilities Act (AODA) and other relevant legislation.
- Support in preparing reports and statistics on FOI activity and performance.
- Produce regular FOI metrics for senior leadership and annual reports.
- Identify trends or risks (e.g., recurring types of requests, delays, complaints) and propose process improvements.

Policy Support

- Assist in the research, review, and development of internal corporate policies and procedures when identified.
- Support in drafting and formatting corporate policy documents.
- Responsible for corporate correspondence from a centralized perspective.
- Monitor changes in legislation, guidance, or best practices that may impact existing policies.
- Maintain a central policy repository and ensure documents are up to date.
- Collaborate with Records Management to ensure information is organized and retrievable to meet statutory response timelines.
- Escalate any privacy breaches or risks to the Corporate Secretary and assist with mitigation steps.
- Conduct jurisdictional scans and environmental scans to support policy recommendations.
- Coordinate internal consultation and approvals for new or revised policies.
- Track implementation of approved policies and assess effectiveness.

General Administrative Duties

- Provide general administrative support to the Corporate Governance Department.
- Maintain accurate records and filing systems in line with data protection and information governance requirements.
- Contribute to continuous improvement initiatives and assist in updating internal processes or guidance materials.

Qualifications:

- A relevant diploma, certificate, or undergraduate degree (e.g., Public Administration, Political Science, Law, Information Management, or a related field)
- Strong written and verbal communication skills
- Proficient in Microsoft Office applications (Word, Excel, Outlook, PowerPoint)
- Good organizational and time management skills, with the ability to manage multiple tasks and meet deadlines
- Attention to detail and a methodical approach to work
- Ability to work with confidential and sensitive information appropriately
- Willingness to learn about FOI legislation, data protection laws (e.g., GDPR), and public sector policy processes
- Prior experience working for public agencies

Skills Include:

- Project management skills to work on concurrent projects.
- Strong oral communication and presentation skills to provide clear advice and guidance, ensuring consistent interpretation and application of STO policies.
- Excellent written communication skills to develop FOI responses, policy options and recommendations, research findings, statistical analyses, tables, and models.
- Adaptability, collaboration, and analytical skillset
- Ability to consult with variety of internal and external stakeholders.
- Integrity and discretion when handling sensitive or confidential information.

*This job is represented by OPSEU

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

How to Apply: Please forward your resume on **October 29, 2025 by 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: **FOI & Policy Analyst – STO-037-25**.

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.