

JOB OPPORTUNITY

Position Title: Manager, Human Resources

Position Type: Regular/Full-Time

Location: Mississauga, ON

Job Band/Grade: 7

Hiring Range: \$102,102.52 to \$138,660.70/year

Hours of work: 36.25 hours/week

Reporting to: Director, Human Resources

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.

Reporting to the Director, Human Resources, the HR Manager will be responsible for leading a team of HR professionals in implementing, leading, planning and managing human resources programs across a growing organization.

Responsibilities:

- Lead an overall Human Resources Strategy consistent with STO's goals and objectives including succession planning, recruitment and retention strategies, employee engagement initiatives, learning and development activities, robust performance management and coaching processes.

- Manage human resources department operations by recruiting, orienting, training, coaching, counseling, and disciplining HR staff; designing effective and efficient systems and processes consistent with organizational priorities; ensuring a strong customer-service focus and excellent quality; implementing change.
- Lead and/or establish new HR initiatives aligned with organizational objectives by identifying and researching human resources issues, contributing information, analysis, and recommendations to the CEO and Board of Governors.
- Consult and advise management on organizational design (structure, processes), using a whole systems approach, and monitor processes and performance-related human resource programs that contribute to, and ensure, effective operations within the organization.
- Oversee the job evaluation/classification systems and processes to ensure consistency in job classification allocations across the organization. Manage the conducting of classification/evaluation analysis, and reviews/approves classification.
- Promote STO's diversity, inclusion, equity and belonging framework and align with STO's overall strategic goals.
- Establish the overall framework, structure, strategies and programs for the Health & Safety, Security, and Wellness programs in compliance with provincial and federal health and safety legislation and regulations; direct modified work programs by working with HR practitioners and managers to accommodate work restrictions; participate on Joint Health and Safety and Employee Relations Committees.
- Guide management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization mandate and values; support management by providing human resources advice and counsel and decisions as appropriate.
- Develop human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.

Qualifications:

- 1 to 3 years' experience in a progressive leadership role.
- Demonstrated experience leading full cycle HR, generalist functions and responsibility.
- Demonstrated knowledge of multiple human resource disciplines, such as employee relations, talent acquisition, talent and performance management, health and safety and employee wellness (Collective Agreement negotiations, employee

relations/grievance management, health and safety, performance management, recruitment, compensation, succession planning, benefits, etc.).

- Experience working in a unionized environment is required.

Knowledge of:

- Human Resources Management theory, principles, and practices in all specialty areas with the ability to lead/manage the development of HR policies, programs, services, and tools.
- Experience managing a team of HR professionals across all areas of expertise.
- Labour relations practices and applicable legislation such as the Employment Standards Act and Occupational Health and Safety Act
- Collective bargaining practices, human resource policies and procedures to lead the development and implementation of HR policies, programs, and initiatives, and to manage and provide technical guidance to the delivery of HR services.
- Organizational design, compensation practices, business priorities and employee relations issues to provide effective consultative services to STO's executives and management.
- Payroll best practices.

Skills include:

- Leadership skills to lead the delivery of human resources policies, programs, and services for STO, and to facilitate the establishment of a customer service orientation by HR staff in their relationships with clients.
- Project management skills to lead/manage the development and implementation of human resources policy and program initiatives and to ensure that ongoing human resources service delivery is consistent with STO's strategic policy direction.
- Change Management skills to facilitate management's ability to initiate and respond to change, and to provide leadership to the human resources function within a developmental and transitional environment.
- Consultation skills to provide expert advisory services to STO's senior and program management on a range of human resources policies, procedures, processes, and issues/opportunities
- Verbal communication and presentation skills to provide human resources and employee relations advice, expertise, and strategies across STO and to make effective presentations to the Board of Governors and other audiences.
- Written communication skills to lead the development of HR policies/procedures, business cases, project reports, briefing notes, and correspondence

- Issues management skills to develop and implement issues management strategies and processes for averting potential human resources and/or employee/labour related issues management challenges across STO.
- Analytical skills to develop HR metrics and KPIs.
- Decision making skills.

What STO Offers:

- Work-life balance
- Comprehensive health and dental benefits
- RRSP matching (up to 6%)
- Employee Assistance Program (EAP) through TELUS Health with employee perks

How to Apply: Please forward your resume by **5:00PM EST on February 20, 2026** 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-008-26 – Manager, Human Resources**. This posting represents an existing vacancy.

We thank all applicants for their interest and will only contact those whose skills, knowledge, and experience most closely match the requirements of the position.

Our Recruitment Process Includes:

- Step 1: Resume Screening
- Step 2: Phone Screening
- Step 3: Panel Interview(s)/Assignment
- Step 4: Selection
- Step 5: Offer of Employment

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.