

JOB OPPORTUNITY

Position Title: Trade Analyst

Position Type: Fixed-Term **This role is represented by OPSEU*

Position Duration: Until July 2027

Location: Mississauga, ON

Job Band: 10

Hiring Range: \$43.39 - \$56.67/hour

Hours of Work: 36.25 hours/week

Reporting to: Manager, Policy and Research Policy

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 Trade Analyst reports to the Manager, Policy and Research Policy. This position is responsible for assisting with the development and implementation of a process for analyzing and providing practical decisions regarding skilled trade overlap/scope of practice. The Trade Analyst will support this process through the analysis of related scopes of practice and consultation with relevant internal and external stakeholders and staff.

Responsibilities:

- Lead, coordinate and/or conduct the research, development and analysis of policy options, tools, and regulatory amendments to support STO's mandate of researching, evaluating, and analyzing trades in Ontario and the drafting of recommendations on these issues.
- Work within a broad framework of Building Opportunities in Skilled Trades Act (BOSTA) 2021, procedures and policy directions of STO's mandate of regulating the skilled trades (construction, mechanical, manufacturing sectors) in Ontario.
- Lead in decision making processes with STO staff, stakeholders, partners, working groups; committees and various levels of the governance structure of STO.
- Assess stakeholder feedback and determine options to respond/incorporate input and recommendations; develop policy/program implementation options/plans.
- Prepare briefing, information, and decision notes to inform and educate STO staff and stakeholders and governance structure.
- Lead STO's development of New Trade Development and Program Evaluation processes.
- Develop and populate database of trade skills, practices, and learning requirements.
- Identifies trends, gaps, issues, and develops recommendations on how other jurisdictions conduct similar analyses.
- Collaborates with stakeholders to ensure that the legislative/ regulatory provisions are aligned with STO's overall strategic direction and/or mandate.
- Performs in-depth analysis of issues; develops briefing materials and other supporting documents; provides advice in support of the development of processes for the introduction of regulatory amendments. Ensures accuracy, integrity, and validity of information throughout the research, analysis, and development work.
- Provides advice to the Manager, Special Projects and Initiatives and the Director of Policy, Research & Standards on approaches for the development and on-going operation and interpretation of policies, legislation, and regulations in support of STO's mandate of regulating the skilled trades in Ontario.
- Participates in Department and/or STO project teams and committees and develops/sustains positive relationships and networks with internal/external stakeholders including developing project plans; gathering information, opinions, and attitudes; identifying stakeholder needs or issues; providing interpretation and clarification on policies and regulations; and generates cooperation and buy-in for new policy/ program initiatives.

Qualifications:

- Experience in both private and public sectors would be an asset.
- Direct experience in the skilled trades would be an asset.
- Post-Secondary Education with a Diploma/Certificate of Apprenticeship or a Certificate of Qualification (CQ).
- A Bachelor's degree in Business Administration, Public Administration, Education or related area and a minimum of five (5) years relevant work experience.
- Experience working with computers, email, and Microsoft Office Suite is necessary.
- An equivalent combination of education, training and experience may be considered but preference will be given to the above.

Knowledge of:

- STO's mandate, organizational structure, skilled trade apprenticeship sectors, issues, priorities and related legislation, regulations and policy directions related to employment and training programs/services.
- Sound research methodologies and procedures to conduct research and identify trends/ gaps in policies.
- Negotiation and conflict resolution skills to understand and handle complex and contentious issues.
- Knowledge of computer and software applications (e.g. word processing, spreadsheets, graphics, database management) to prepare reports, training materials, presentations and related policies and procedures.

Skills include:

- Strong project management, planning, organizational and coordination skills for the consultation process and produce consistent, high-quality results on time.
- Excellent conceptual, research, analytical, evaluation, interpretative and synthesis skills to conduct in-depth analysis of policy.
- Excellent strategic thinking, negotiation, and conflict resolution skills to understand and handle complex and contentious issues.
- Well-developed oral and written communication skills including listening, conducting consultations with internal/ external stakeholders and partners, facilitating discussions, and preparing a variety of reports, briefing materials, presentations, and training materials.
- Effective interpersonal and relationship management skills to establish and maintain working relationships both internally and externally to STO and represent its position/ program on committees/ working groups and projects.

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

What STO Offers:

- Work-life balance
- Employee Assistance Program (EAP) through TELUS Health with employee perks

How to Apply: Please apply by **5:00PM EST on February 27, 2026** on ADP at the following link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ca763c0a-275d-409e-95c5-2b5d98d0de89&cclId=19000101_000001&jobId=607497&lang=en_CA&source=CC2

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.