

JOB OPPORTUNITY

Position Title: Policy Analyst

Position Type: Fixed Term – *OPSEU represented*

Position Duration: up to eighteen (18) months

Location: Mississauga, ON

Job Band: 8

Hiring Range: \$38.13 to \$48.35/hour

Hours of work: 36.25 hours/week

Reporting to: Supervisor, Policy and Research

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 Policy Analyst provides support on policy projects and the research and analysis of a range of policy issues affecting the sustainability and competitiveness of the trades in support of the strategies for Skilled Trades Ontario (STO).

Responsibilities:

- Provides support in the conceptualization, development and evaluation of policies and strategies which address a range of proposed regulatory and legislative provisions and issues impacting the goals of STO,
- Works on multiple concurrent projects involving the research, analysis and reporting of policy issues, evidence-based research, public interest and labour market/sector trends affecting the sustainability and competitiveness of the skilled trades,
- Compiles statistical analyses and scenarios for the assessment of industry programs and their impact on STO policy positions and strategies involving development of statistical projections, quantitative and qualitative analyses and creation of tables and models,
- Develop policy analyses, options and recommendations for policy directions and strategies in conjunction with the Senior Policy Analyst,
- Conducts economic research and analysis.
- Provides policy support on project teams to develop policies.
- Develops and maintains business relationships with government contacts, external organizations and STO staff.
- Identifies and assesses policy issues, coordinates policy consultations to seek input on policy development projects and to influence the legislative process.
- Provides policy advice and expertise across STO to ensure consistent interpretation and application of STO policies and strategies.

Qualifications:

- Bachelor's degree in Public Policy, Public Administration, Statistics or a related field of study and/or equivalent experience or certification.
- Proven years of experience in developing, analyzing and implementing policies Proficiency in Power BI and other data software.

Knowledge of:

- Policy analysis and development methods and processes within a regulatory or government environment to coordinate projects involving the conceptualization, development and evaluation of policies and strategies critical to the strategy and goals of STO.
- Research methods and techniques analysis skills to conduct the research, analysis and reporting of economic and policy issues, evidence-based research, public interest and labour market/sector trends.

- Statistical and data analysis techniques to compile statistical analyses and scenarios, projections, quantitative and qualitative analyses and to create tables and models.

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 27, 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-011-26 – Policy Analyst**.

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.