

## **JOB OPPORTUNITY**

**Position Title:** Senior Policy Analyst

**Position Type:** Regular/Full-Time – *OPSEU represented*

**Location:** Mississauga, ON

**Job Band:** 10

**Hiring Range:** \$43.39 to \$ 56.67/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 Senior Policy Analyst is responsible for leading policy projects and the research and analysis of a range of policy issues affecting the skilled trades system in support of the strategies for Skilled Trades Ontario (STO).

**Responsibilities:**

- Provides project leadership and coordination 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.

- Leads 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 trades.
- Develops policy analyses, options and recommendations for policy directions and strategies to respond to issues.
- Conducts economic research and analysis from time to time.
- Provides policy support to project teams to develop policies. Oversees all phases of projects from concept to completion.
- Develops and maintains business relationships with government officials, external organizations and STO staff.
- Identifies and assesses policy issues, leads policy consultations to seek input on policy development projects and influences the legislative process.
- Provides policy advice and expertise across STO to ensure consistent interpretation and application of legislation and regulations.

**Qualifications:**

- University degree in Policy, Public Governance, or related field of study.
- Project Management certification is an asset.
- Relevant years of policy experience with programs operating within a legislative framework or regulatory agency.
- Proven years of experience in developing, analyzing and implementing policies.
- Proficiency in Power BI and other data software is an asset.

**Knowledge of:**

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

**Skills Include:**

- Project management skills to lead concurrent projects and oversee all phases of projects from concept to completion.
- Oral communication skills to provide advice and expertise for the consistent interpretation and application of STO policies and strategies.
- Written communication skills to develop policy options and recommendations, and research findings.

**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 November 23, 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-009-26 – Senior Policy Analyst**. 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.*