

## JOB OPPORTUNITY

**Position Title:** Information and Cybersecurity Specialist

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

**Location:** Mississauga, ON

**Job Band:** 8

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

**Hours of work:** 36.25 hours/week

**Reports to:** Manager, Information Technology

**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 Information and Cybersecurity Specialist is responsible for planning, implementing, and maintaining the organization's security posture to protect information assets, systems, and infrastructure. This role ensures operational compliance with security policies and standards while proactively identifying, assessing, and mitigating cybersecurity risks. The specialist serves as a key resource for IT governance, compliance monitoring, and security operational activities.

## **Responsibilities:**

### Information Security & Cybersecurity Operations

- Implement, maintain, and enhance information security policies, standards, and procedures.
- Monitor and manage security tools, including intrusion detection systems, endpoint protection, SIEM solutions, and vulnerability scanners.
- Investigate, triage, and resolve security incidents following established protocols.
- Perform regular assessments to identify security risks, technical vulnerabilities, and compliance gaps.

### Risk Management & Compliance

- Support enterprise IT risk-based assessments to evaluate the impact of threats and vulnerabilities. Perform assessments to evaluate the impact of threats and vulnerabilities. Perform assessments to evaluate the impact of threats and vulnerabilities.
- Conduct ongoing monitoring to ensure compliance with organizational, Ontario Public Service legislative, regulatory requirements and directives (GO ITS 25.21, PCI, Enterprise Risk Management Directive, Freedom of information and protection of Privacy act, COBIT 2019 framework, NIST 500-53).
- Maintain documentation related to IT governance, audit findings, and security controls.
- Collaborate with internal teams to remediate security issues and strengthen controls.

### Security Awareness & Training

- Assist in developing and delivering security awareness training and resources to employees.
- Promote best practices for data protection, password hygiene, phishing prevention, and secure system use.
- Security Architecture & Controls.
- Recommend and help implement administrative, procedural, and technical measures to enhance organizational security.
- Support secure configuration management, access control administration, and system hardening efforts.
- Potential for unplanned after-hour work to address security incidents
- Incident Response & Business Continuity.
- Participate in incident detection, containment, eradication, and recovery activities.
- Contribute to disaster recovery planning, testing, and documentation.
- Support FOI request queries.

### Qualifications:

- Post-secondary degree or diploma in Information Technology, Cybersecurity, Computer Science, or related field. secondary degree or diploma in Information Technology, Cybersecurity, Computer Science, or a related field.
- 3–5 years of experience in information security, cybersecurity operations, or IT risk management.
- Experience with security frameworks
  - GO-ITS 25.25.21, NIST 500-53, COBIT 2019
- Required certification: Microsoft AZ-500
- Preferred certifications: Microsoft SC-200 / Microsoft SC-100 / CCSP

### Knowledge of:

- Knowledge of incident response methodologies and threat analysis.
- Azure cloud Architecture and Networking technologies.
- Microsoft 365 applications and monitoring tools.

### Skilled Include:

- Hands-on experience with security tools such as EDR, SIEM, firewalls, and vulnerability management platforms.
- Working knowledge of networking, cloud security, identity and access management, and encryption technologies.
- Scripting and creation report and queries.
- Strong analytical, investigative, and problem-solving skills.
- Excellent communication and documentation abilities.
- Ability to manage sensitive information with discretion
- Proactive, detail-oriented, and committed to continuous improvement

### 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 submit your resume by **March 19, 2026** to ADP via the following link:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ca763c0a-275d-409e-95c5-2b5d98d0de89&cclid=19000101\\_000001&jobId=608314&lang=en\\_CA&source=CC2](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ca763c0a-275d-409e-95c5-2b5d98d0de89&cclid=19000101_000001&jobId=608314&lang=en_CA&source=CC2)

**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

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.

*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.*