

JOB OPPORTUNITY

Position Title: Supervisor, Policy and Research

Position Type: Regular/Full-Time

Location: Mississauga, ON

Job Grade: 6

Salary Range: \$73,372 - \$106,304/year

Hours of work: 36.25 hours/week

Reporting to: Manager, 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 Supervisor, Policy and Research reports to the Manager of the Policy and Research Department at Skilled Trades Ontario (STO). This role provides leadership and supervision to professional staff involved in policy projects and research analysis, drives the implementation of strategic initiatives to enhance the effectiveness and efficiency of policy development processes all the while fostering a culture of collaboration and knowledge sharing across departments to leverage collective expertise and resources.

Responsibilities:

- Oversee and Conduct policy research, analyze legislation and regulations, and draft policy briefs and reports
- Conduct stakeholder engagements, including consulting with industry experts, advisory bodies, and government officials
- Lead and coordinate policy projects, including conceptualization, development, and evaluation of policies and strategies impacting STO's goals
- Develop statistical analyses and scenarios for assessing industry programs impact on STO policy positions and strategies
- Provide support and guidance to project teams in policy development, ensuring projects are completed efficiently and effectively
- Maintain and develop business relationships with internal and external stakeholders, including government officials and external organizations
- Provide policy advice and expertise across STO to ensure consistent interpretation and application of legislation and regulations
- Emphasize the exercise of judgment in planning projects, analyzing economic and policy issues, and evaluating their impact on STO's goals
- Guides draft documents through the approval process
- Partners with the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) and other Ministries as required to implement policies throughout Ontario
- Prepares documentation for STO's senior management approval
- Authorizes all team staff time sheets, including requests for time off (vacations, sick days), overtime hours and other time reporting items
- Conducts coaching conversations and provides regular feedback to staff towards performance reviews

Qualifications:

- Degree in Policy, Public Governance, or related disciplines such as Political Science or equivalent combination of post-secondary education and experience
- Supervisory skills to direct the work and oversee human resources aspects such as talent management/recruitment planning activities and performance reviews
- Project Management certification is an asset
- Policy experience in a similar position
- Proficiency with MS Office Suite (Word, Excel, Outlook, and PowerPoint)
- Experience with different types of databases and analytics software (e.g., enterprise case management, Power BI) is an asset
- Previous experience working in a public sector unionized environment is an asset

Knowledge of:

- Trade-specific regulations and policies to provide information, analysis, and interpretation to stakeholders
- Proficiency in policy analysis, research methodologies, and strategic planning
- Project management techniques and methods to manage a number of concurrent project initiatives
- Ontario's apprenticeship system to oversee the design, establishment and maintenance of policies associated with the apprenticeship program
- Other provinces/territories apprenticeship programs and how each interacts with Ontario and the Red Seal Program
- Policy development methods and processes within a regulatory environment including evidence-based research to manage and provide leadership in the formulation and implementation of policies critical to the strategy and goals of STO
- Research methodologies and techniques to manage the implementation of the research strategy
- Consultation methods and best practices to develop and implement a consultation strategy for policy consultations, partnerships and business relationships with key internal and external stakeholders
- Data analysis and database development to lead the development of a statistical database on the labour market

Skills include:

- Strong communication skills, both written and verbal, to build consensus and present advice and recommendations to staff, management, and external stakeholders
- Decision-making ability, judgment, and problem-solving skills
- Organizational and time management skills
- Ability to practice sound judgment daily
- Strong management and counselling skills
- Strong project management experience and training with the ability to delegate tasks and competing priorities

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 on ADP by **May 1, 2026** via the following link:
https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ca763c0a-275d-409e-95c5-2b5d98d0de89&cclid=19000101_000001&jobId=610052&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.