

JOB OPPORTUNITY

Position Title: Research Analyst

Position Type: Fixed Term Union / Fulltime Regular

Location: Mississauga, ON

Job Band: 8

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

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 Research Analyst focuses on conducting the research and analysis of a range of economic and regulatory policy issues affecting the sustainability and competitiveness of the trades in support of the strategies for Skilled Trades Ontario (STO).

Responsibilities:

- Conducts the research, analysis and reporting of economic and regulatory policy issues, evidence-based research, public interest and labour market/sector trends affecting the sustainability and competitiveness of the trades.
- Determines and implements research methods through such data sources as: library, newspapers, statistics, and consultations. Conducts the design of questionnaires and other survey methodologies.
- Researches, synthesizes and summarizes a range of statistical, trends, economic analyses and scenarios to support the Manager and Policy Analyst in the assessment of industry programs and their impact on STO regulatory policy positions.
- Prepares statistical and economic forecasts, quantitative and qualitative analyses and creates spreadsheets, tables and models for use in policy development and decision making.
- Establishes and maintains databases used to house research and data findings. Analyses and reports data in response to specific information requests from the Unit Manager and across Skilled Trades Ontario.
- Participates as a member of branch project teams to provide research and analytical support.

Qualifications:

- Experience in advanced statistics to create and test reports.
- Proficiency in Power BI and other data software.
- University degree in economics, public policy, social sciences, labour studies, or a related field (Equivalent combinations of education and relevant experience in research, policy analysis, or labour market analysis will be considered).

Skills include:

- Economic analysis, quantitative and qualitative analysis skills to analyze a range of data through trends, economic and statistical analysis.
- Project skills to conduct various research projects.
- Team player skills to participate as a member of Unit projects and studies.
- Oral communication skills to conduct research and present research findings, respond to information requests from the Unit Manager and across STO and to liaise with stakeholders to gather research data.
- Written communication skills to prepare research summaries, reports and briefing materials.
- Computer proficiency to establish and maintain databases to house research and data findings.

Decision Making, Judgment and Problem Solving

- Determines the appropriate research methods and data sources to support assigned research assignments.
- Analyses economic and regulatory policy issues, evidence-based research, public interest and labour market/sector trends to report on the impact on STO regulatory policy positions.
- Responds to specific information requests from the Unit Manager and across Skilled Trades Ontario, assesses the specific data requirements and database and methods to provide appropriate data.
- Exercises judgement when planning assigned projects, including determining research methodologies to research and obtain evidence-based research, develop scenarios, statistical and economic projects.

Accountability for Results and Impact of Decisions

- Provides research analysis, options and recommendations for regulatory policy making in Skilled Trades Ontario.
- Establishes and maintains the Unit's databases used to house research and data findings used by senior staff within the Unit and requested by staff across STO to support other programs.
- Decisions impact the quality of regulatory policies of STO and the ability of unit senior staff to make informed policy decisions.
- Errors made by the position including incorrect research findings, economic and statistical analyses and summaries could result in poorly developed policy options or missed policy opportunities by the Manager and Policy Analyst who relies on this information to develop viable regulatory policies based on evidence.

Communications and Relationship Building

Internal

- Maintains daily contact with team members to provide research, analysis, statistics and scenarios.
- Maintains regular contacts across STO to respond to information requests regarding data within the databases.
- Works with Unit colleagues to participate as a member of unit policy projects and studies.

External

- Maintains contact and consultations with stakeholders (e.g., trades sectors and other levels of government) to gather research data through questionnaires, surveys and other methods.

Leadership, Coaching and Management

Leadership and Support to Peers and Co-workers

- Provides research analytical support to Unit co-workers in the provision of research and policy analysis services.

Effort (Sensory and Physical Demands)

- Minimal demands typical of a research position in an office environment.

Working Conditions

- Minimal exposure to unavoidable hazardous or disagreeable environmental conditions associated with a professional position within an office environment.

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 application on 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=611023&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.