

JOB OPPORTUNITY

Position Title: Apprenticeship Training Specialist

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

Location: Mississauga, ON

Job Band: 8

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

Hours of work: 36.25 hours/week

Reporting to: Manager, Apprenticeship Training and Partnerships

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 Apprenticeship Training Specialist plays a key role in supporting the delivery of apprenticeship training across Ontario's skilled trades system. Reporting to the Supervisor, Training & Coordination Unit, the Specialist coordinates apprenticeship training delivery activities for an assigned portfolio of Training Delivery Agents (TDAs), including colleges, unions, and other approved training providers. The Specialist negotiates with training providers to develop training schedules, support seat planning, coordinate training delivery agreements, and ensure training opportunities align with apprentice demand, system capacity, budget-based goals, and organizational priorities.

The Specialist serves as the primary operational contact for assigned training providers and maintains collaborative relationships with TDAs, Apprenticeship Advisors, employers, and internal stakeholders. The role provides guidance and support on training availability, scheduling, class capacity, training delivery requirements, and related processes, while helping resolve operational issues that may affect apprenticeship training delivery or apprentice access to in-school training.

The Specialist analyzes training demand, seat utilization, delivery capacity, and operational trends to implement recommendations on training schedules, class offerings, seat allocations, and service improvements. The role is responsible for the administration and monitoring of training delivery agreements, supports continuous improvement initiatives, and ensures apprenticeship training is delivered in accordance with organizational requirements and Skilled Trades Ontario's apprenticeship mandate.

Responsibilities:

Training Delivery Coordination

- Lead apprenticeship training delivery activities with an assigned portfolio of Training Delivery Agents (TDAs), including colleges, unions, and other approved training providers.
- Coordinate seat planning activities by assessing training demand, capacity requirements, and utilization of trends across assigned trades and regions.
- Develop and maintain training schedules in collaboration with training providers and internal stakeholders to support timely access to in-school apprenticeship training.
- Monitors and tracks budgeting and ensure schedules created adhere to set budget-based goals.
- Analyze training delivery schedules, class capacity, and seat utilization, identifying issues and recommending adjustments to support effective training delivery.
- Support the administration and monitoring of training delivery agreements and related operational activities.
- Contribute to the development and implementation of processes, procedures, and best practices that strengthen and support apprenticeship training delivery.

Consultation

- Advise Training Delivery Agents, Apprenticeship Advisors, employers, and internal stakeholders on apprenticeship training delivery processes, scheduling requirements, and training availability.
- Provide guidance and recommendations on training schedules, class offerings, seat allocations, and operational planning to support effective training delivery.

- Identify and resolve issues related to training delivery, scheduling, capacity constraints, and apprentice access to in-school training.
- Analyze training demand, delivery capacity, utilization trends, and operational data to inform evidence-based recommendations and service improvements.
- Support planning activities by identifying emerging trends, stakeholder needs, and opportunities to improve apprenticeship training delivery.

Stakeholder Relations

- Build and maintain strong relationships with Training Delivery Agents to support the effective delivery of apprenticeship training across Ontario.
- Liaises with assigned training providers, facilitating communication and coordination between stakeholders and Skilled Trades Ontario.
- Collaborate with colleges, unions, employers, Apprenticeship Advisors, and internal teams to support training delivery objectives and apprentice progression through in-school training.
- Actively participate in meetings, consultations, and working groups with internal and external partners to support training delivery planning and coordination.
- Support the resolution of stakeholder issues through collaboration, consultation, and effective relationship management.

Teamwork

- Collaborate with the Supervisor, Training & Coordination Unit, Manager, Apprenticeship Training & Partnerships, Apprenticeship Training Coordinators, Apprenticeship Advisors, Administrative Assistant, Apprenticeship Training and Partnerships, and other STO teams to support coordinated service delivery.
- Partner with Supervisor, Training & Coordination Unit and Apprenticeship Advisors to support apprentice progression into in-school training and address issues related to training access and availability.
- Participate in team meetings, training activities, special projects, and continuous improvement initiatives to support team alignment and shared objectives.
- Share knowledge, best practices, and operational insights to support consistent approaches and effective training delivery across the province.
- Promotes collaborative work environment by supporting colleagues and contributing to departmental objectives.

Qualifications:

- Certified Journeyperson, postsecondary diploma, or degree in business administration, public administration, education, skilled trades, workforce

development, project management, or a related field, or an equivalent combination of education and experience.

- Experience coordinating programs, service delivery activities, stakeholder relationships, or operational projects.
- Two to three years of experience working with apprenticeship programs, skilled trades, training providers, post-secondary institutions, or workforce development initiatives.
- Experience coordinating multiple priorities and managing competing deadlines within a fast-paced environment.
- Experience building and maintaining relationships with external stakeholders, clients, service providers, or partners.
- Understanding of postsecondary education, apprenticeship training delivery, or adult learning environments would be considered an asset.
- Experience working with colleges, union training centres, or other approved Training Delivery Agents (TDA) would be an asset.
- Strong knowledge of labour market and workforce development trends would be considered an asset.
- Bilingual would be considered an asset

Skills

- Exceptional knowledge of apprenticeship training delivery processes, training pathways, and Ontario's skilled trades system.
- Excellent communication and interpersonal skills to engage effectively with Training Delivery Agents, employers, Apprenticeship Advisors, and internal stakeholders.
- Strong planning, coordination, data and system skills to facilitate training schedules, seat planning activities, digital agreements, processes and competing operational priorities.
- Proven analytical and problem-solving skills to assess training demand, delivery capacity, scheduling challenges, and service delivery issues.
- Excellent organizational and time management skills with the ability to balance multiple priorities and meet deadlines.
- Outstanding relationship-building skills to foster productive partnerships with training providers and other stakeholders.
- Proficiency in using digital tools and systems for scheduling, reporting, record-keeping, and data analysis.
- Proactively identify opportunities for efficiency improvement.
- Proactively addresses challenges and takes ownership of tasks with minimal supervision.
- Leads projects and follows through to successful completion.

- Exercises sound judgment and initiative in resolving issues and escalating concerns when appropriate.

Knowledge of:

- Expert knowledge of apprenticeship programs, training pathways, and Ontario's skilled trades system.
- Knowledge of stakeholder engagement, partnership development, and client service principles.
- Knowledge of apprenticeship-related legislation, policies, procedures, and training delivery requirements.
- Preferred knowledge of digital forms and data systems such as QuickBase, Power BI and other related tools.

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

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

How to Apply: Please submit your resume 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=614335&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.

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.