JOB OPPORTUNITY

Position Title: Freedom of Information (FOI) and Policy Analyst
Position Type: Regular/Full-Time – **OPSEU represented*
Location: Mississauga, ON
Job Band: 9
Salary Range: $40.59 to $48.51/hour
Hours of work: 36.25 hours/week
Reporting to: Corporate Secretary and Coordinator of Legal Affairs
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 Freedom of Information (FOI) and Policy Analyst at Skilled Trades Ontario (STO) provides support in the administration of Freedom of Information (FOI) requests and contributes to the development and implementation of internal policies and procedures. Responsible for ensuring timely, accurate, and compliant responses to information requests, while also assisting in policy research, drafting, and coordination activities.

The ideal candidate will have strong organizational skills, attention to detail, and an interest in public administration, transparency, and policy development. This is an excellent opportunity for someone looking to build experience in governance, compliance, and policymaking.

Responsibilities:

Freedom of Information (FOI) Support

- Maintain and improve the Agency's FOI process.
- Ensure that appropriate staff members have an appropriate level of training or awareness on the FOI process and any legislative changes in consultation with the Corporate Secretary.
- Triage, manage, track, and log FOI requests and requests for disclosure in keeping with applicable legislation and best practices.
- Ensure FOI processing and policy development adhere to the highest standards of accuracy and confidentiality, and identify areas for improvement, as applicable.
- Maintain and improve records classification and retention systems to support efficient FOI responses.
- Draft correspondence and initiate processes to gather relevant information, as applicable, under supervision.
- Liaise with internal departments to collect and verify the information required for FOI responses and other requests for disclosure.
- Ensure all FOI requests and other applicable requests for disclosure, as well as any pertinent correspondence, are properly documented and stored.
- Help maintain compliance with the Freedom of Information and Protection of Privacy Act (FIPPA), Accessibility for Ontarians with Disabilities Act (AODA) and other relevant legislation.
- Support in preparing reports and statistics on FOI activity and performance.
- Produce regular FOI metrics for senior leadership and annual reports.
- Identify trends or risks (e.g., recurring types of requests, delays, complaints) and propose process improvements.

Policy Support

- Assist in the research, review, and development of internal corporate policies and procedures., as required.
- Assist in conducting Privacy Impact Assessments (PIAs) to identify, assess and mitigate privacy risks, and develop practical recommendations.
- Support in drafting and formatting corporate policy documents.
- Manage corporate correspondence pertaining to corporate policy documents from a centralized perspective.
- Monitor changes in legislation, guidance, or best practices that may impact existing policies.
- Maintain a central policy repository and ensure documents are up to date.
- Collaborate with Records Management to ensure information is organized and retrievable to meet statutory response timelines.

- Escalate any privacy breaches or risks to the Corporate Secretary and assist with mitigation steps.
- Conduct jurisdictional scans and environmental scans to support corporate governance policy recommendations.
- Coordinate internal consultation and approvals for new or revised corporate governance policies.
- Track implementation of approved corporate governance policies and assess effectiveness.

<u>General Administrative Duties</u>

- Provide general administrative support to the Corporate Governance Department.
- Maintain accurate records and filing systems in line with data protection and information governance requirements.
- Contribute to continuous improvement initiatives and assist in updating internal processes or guidance materials.

Qualifications:

- A relevant diploma, certificate, or undergraduate degree (e.g., Public Administration, Political Science, Law, Information Management, or a related field).
- Strong written and verbal communication skills.
- Proficient in Microsoft Office applications (Word, Excel, Outlook, PowerPoint).
- Good organizational and time management skills, with the ability to manage multiple tasks and meet deadlines.
- Attention to detail and a methodical approach to work.
- Ability to work with confidential and sensitive information appropriately.
- Demonstrated experience working with FOI requests and requests for disclosure.
- Willingness to learn about FOI legislation, data protection laws (e.g., GDPR), and public sector policy processes.
- Experience in conducting Privacy Impact Assessments (PIA) to identify, assess, and mitigate privacy risks, including preparing comprehensive reports, findings, and recommendations.
- Prior experience working for public agencies.

Skills:

- Project management skills and the ability to work on concurrent projects.
- Strong oral communication and presentation skills to provide clear advice and guidance, ensuring consistent interpretation and application of STO policies.
- Excellent written communication skills to develop FOI responses, policy options and recommendations, research findings, statistical analyses, tables, and models.

- Adaptability, collaboration, and analytical skillset
- Ability to consult with variety of internal and external stakeholders.
- Integrity and discretion when handling sensitive or confidential information.

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 by ***November 16, 2026*** via the following link: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ca763c0a-275d-409e-95c5-2b5d98d0de89&ccId=19000101_000001&jobId=617819&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.