



Are you looking for a rewarding and exciting opportunity to make a difference with a great organization? Look no further.

Overview

As we move through a period of exciting and challenging organizational change, Professional Engineers Ontario (PEO) has an immediate opening for an experienced Policy Analyst.

Under the authority of the *Professional Engineers Act*, PEO licenses and governs over 91,500 licence and certificate holders and regulates the practice of professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. With a talented, multi-disciplinary staff of over 100, PEO's vision is to be a trusted leader in professional self-regulation.

Position Summary

The position supports internal processes and provides research and policy analysis for evidence-based development of regulatory policies by staff and volunteer committees and task groups.

Responsibilities

- Provide research (ongoing and as required), administrative management, information, and analysis on policy development, procedures, best practices, regulatory issues, business practices, and legislative trends and directions that affect the engineering profession and the profession's regulatory sector.
- Proactively searches for forthcoming legislative and policy changes arising from the provincial government and key ministries and follows up to understand and assess their possible implications on PEO.
- Draft briefing notes and discussion papers as directed by the Manager, Policy, including researching background material, reviewing relevant legislation and policies, identifying and analyzing policy options and their potential implications.
- Assists the Manager, Policy, in coordinating regulatory policy development and review across PEO.
- Works collaboratively with the Research Analyst on joint projects to identify and analyze research data, as directed by the Manager, Policy.
- Works collaboratively with other Policy Analysts and other PEO staff on regulatory policy development projects as directed by the Manager, Policy.
- Provides technical assistance and coaching in evidence-based policy development and evaluation to PEO committees, staff advisors, and Council, as required.
- Attend meetings of the Regulatory Policy and Legislation Committee, Council, and other committees/task forces as necessary.
- Assists the Manager, Policy with other tasks/ projects as assigned.



Specialized Skills and Knowledge

Knowledge of:

- Ability to identify policy problems, their dimensions, and root causes and distinguish between causes and symptoms.
- Ability to analyze policy issues using various tools, criteria, and objectives.
- Ability to identify and generate viable policy goals, outcomes, and options and assess their likely implications.
- Strong research skills in identifying, compiling, assessing, and analyzing relevant information sources from PEO historical files, internet, government, academic and trade journals, and organization reports and studies.
- Strong communication and policy writing skills.
- Knowledge of the Ontario government's policy-making infrastructure and legislative processes and requirements.
- Demonstrated critical thinking and sound judgment, interdisciplinary perspectives, intellectual curiosity, and creativity.
- Ability to think strategically and to connect policy initiatives and directions.
- Ability to identify, learn and apply new content and methodologies.
- Demonstrated professional judgment and tact in dealing with various stakeholders and handling confidential and/or sensitive matters.
- Maintain confidentiality and demonstrate the ability to act on own initiative.
- Strong organizational skills to manage projects, multi-task, and meet deadlines.
- Adaptability to changes in work objectives, processes, and technology.
- Computer and Web literate, including working knowledge of Microsoft Word, Excel, Powerpoint, Access, Sharepoint, and Outlook; social media and webinar platforms.

Skills and qualifications include:

- A master's degree in Political Science, Public Administration, Social Sciences, or a related field; or equivalent combination of education, training, and professional experience.
- At least one years' experience in policy development within the public sector, including practices and methodologies.
- Familiarity with the Canadian engineering profession.
- Familiarity with the *Professional Engineers Act*, 1990, and Regulations 941 and 260
- Familiarity with professional regulation in Canadian provinces and territories in general.

Qualified professionals are invited to submit resumes no later than **February 4, 2022** along with a cover letter stating salary expectations to: peocareers@peo.on.ca

PEO values diversity and is an equal opportunity employer. PEO is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the



Accessibility for Ontarians with Disabilities Act.

We thank all applicants in advance for their interest in our organization and advise that only those candidates selected will be contacted.