



## Overview

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

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, multidisciplinary staff of over 100, PEO's vision is to be a trusted leader in professional self-regulation.

## Position Summary

This position supports Council and governance committees' initiatives and projects and provides necessary research for evidence-based development of governance and policy-related project outcomes. This role reports to Manager, Council Operations.

## Responsibilities

- Provide research (ongoing and as required), information and analysis on governance policy development, procedures, best practices, regulatory/governance issues, business practices, evaluation, and legislative trends and directions that affect the engineering profession.
- Manage projects as assigned by defining scope, developing plans, monitoring progress and reporting findings to management.
- Provide research and information to support Council, governance committees and task forces, and leadership in their core regulatory responsibilities.
- Support and prepare senior staff for regular internal and external meetings and completion of deliverables; draft talking points and presentations for external audiences.
- Conduct research on regulatory/ governance issues among comparable profession-regulating bodies and summarize the findings for the leadership, regulatory committees, and Council.
- Develop surveys to investigate stakeholder perspectives on regulatory/ governance issues and analyze the data obtained using best practice data analysis methodologies.
- Liaise and build relationships with staff and external stakeholders to seek information and clarification to support research and policy development initiatives and projects.
- Prepare summaries, research, manuals and discussion papers as directed; including researching background material, reviewing relevant legislation and policies, analyzing results and identifying policy options.
- Proactively assess issues raised by Council and governance committees and follow up to understand their possible regulatory and governance impact on PEO.
- Assist with other tasks and projects as assigned.

## Specialized Skills and Knowledge

### Skills and qualifications include:

- University degree in law, political science, public administration, or equivalent combination of education, training and professional experience
- Minimum five years of experience or demonstrated expertise in research and policy development within the public sector



- Working knowledge of various governance models
- Experience working within a regulatory environment is an asset
- Exceptional research and policy development skills
- Strong analytical skills in identifying, compiling, assessing and analyzing relevant information sources
- Computer and web literate, including working knowledge of Microsoft Office 365 Word, Excel (Advanced), PowerPoint, Access, SharePoint and Outlook; academic literature sources and search engines
- Extensive knowledge of qualitative methodologies for research design, data collection, interpretation, analysis and presentation
- Demonstrated critical appraisal skills, interdisciplinary perspectives, intellectual curiosity and creativity.
- Ability to identify, learn and apply new content and methodologies
- Knowledge of various governance models
- Demonstrated professional judgment and tact in dealing with various stakeholders and handling confidential and/or sensitive matters
- Strong organizational skills to manage projects, multi-task, meet deadlines and rapidly changing priorities
- Strong communication, facilitation and writing skills
- Flexibility and adaptability to changes in work objectives, processes and technology

We have fully embraced hybrid working, and for us this means coming to the office twice a week. However, if you wish to work in the office more often, you are welcome to.

**If you are interested in this role, please forward your resume to [peocareers@peo.on.ca](mailto:peocareers@peo.on.ca) by May 23, 2024.**

*At PEO, we recognize that our people are our best asset, including employees from diverse backgrounds and perspectives. We know life isn't linear so there may be gaps or 'nontraditional' employment and we welcome applications from everyone. Accommodation is available upon request for candidates in all phases of the selection process.*