



Overview

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

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

The Practice Advisor works under the direction of the Manager, Practice Advisory Services, to support and promote PEO's practice advisory program functions.

This position helps optimize organizational performance by serving as the initial point of contact for all professional practice inquiries from a variety of PEO stakeholders on professional and ethical practice standards as set out in the *Professional Engineers Act*, as well as any guidance published by PEO. The role also supports PEO efforts to communicate and widely promote the availability of practice advisory information and services to stakeholders.

Success in this position requires excellent communication, time management, organizational and analytical skills, combined with the ability to effectively advise others.

Responsibilities

- Provide primary support to internal (staff) and external (practitioner and/or public) inquiries related to PEO practice guidelines, standards and bulletins.
- Respond with courtesy, clarity and accuracy to inquiries from practitioners, other departments and agencies.
- Identify customer needs and meet reasonable times for responses.
- Collect and use systems to organize and summarize data to determine the nature of inquiries and identify trends and issues.
- Develop and maintain working relationships with various internal and external stakeholders, including provincial and municipal governments, technical associations, other provincial professional regulatory bodies and industries of practice.
- Research practice issues and regulations associated with guidelines and standards under development and make recommendations.
- Review draft guidelines/standards/bulletins based on input from working groups and coordinate the review, comment appraisal and editing process.
- Draft presentations, webinars and other educational materials to promote PEO standards and guidelines to internal and external audiences.
- Prioritize tasks in a fast-paced, changing environment.
- Other duties as assigned by the Manager, Practice Advisory Services.

Specialized Skills and Knowledge



- Understanding of legal and ethical issues facing practising engineering licence holders within Ontario.
- Strong organizational and analytical skills with problem solving capabilities.
- Ability to motivate and maintain the focus of diverse groups of volunteers participating in the organization's volunteer committee and task forces.
- Possessing strong oral and written communications skills; capable of compiling and presenting material dealing with complex issues in a clear and organized fashion.
- Demonstrated professional judgment and tact in dealing with confidential and/or sensitive matters.
- Demonstrated ability to use office software to create, format and edit related documentation,
- Strong people skills along with experience in a customer service environment.
- Project management skills to adequately manage simultaneous projects.

Education/Qualifications:

- Designated as a professional engineer (P.Eng.) in Ontario with four plus years of professional engineering experience within Ontario.
- Familiarity with issues and practice in a broad range of engineering disciplines.
- Knowledge of statutes and standards related to professional engineering or affecting engineers as practitioners and employees (e.g., *Building Code Act*, *Employment Standards Act*, *Occupational Health and Safety Act*, *CSA*, *Electrical Code*, etc.).
- Knowledge of the *Professional Engineers Act Ontario*.

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 by July 26, 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.