



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

Reporting to the Manager, Practice Advisory Services, the Practice Advisor will support and promote PEO's practice advisory program functions.

An integral part of the External Relations department, Practice Advisory Services was established to function as a resource hub for a variety of PEO stakeholders. The Practice Advisor will serve as the initial point of contact responding to inquiries on professional practice and ethical practice standards as set out in the *Professional Engineers Act*, as well as practice guidelines published by PEO. The role will also help to advance the visibility of practice advisory information and services to stakeholders through robust communication initiatives.

Success in this position requires in-depth experience in or knowledge of several engineering practice areas, and excellent communication skills with the ability to interpret guidelines and present information and share expectations and obligations of professional practice expected from a professional engineer. Strong time management, organizational and analytical skills are also necessary to function effectively in this role.

Responsibilities

- 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.
- Assist in development of a communication strategy, which may include drafting presentations, producing webinars and other educational materials to promote PEO standards and guidelines to internal and external audiences.
- Provide primary support to internal (staff) and external (practitioner and/or public) inquiries related to PEO practice guidelines, standards and bulletins.
- Identify stakeholder needs and meet reasonable times for responses, operating with the goal of optimizing organizational performance.
- Utilize and/or develop systems to collect, organize and summarize data to determine the nature and source of inquiries and identify trends and issues.
- 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.
- 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 minimum 4 years of professional engineering experience within Ontario.
- Familiarity with issues and practice in a broad range of engineering disciplines.
- Knowledge of statues 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 are located in North Toronto and operate under a hybrid workplace model.

If you are interested in this role, please forward your resume to peocareers@peo.on.ca by November 8, 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.