

Compliance Analyst

Position Status:	Temporary Assignment for 6 months
Position Status:	Open
Location:	26 Prince Andrew Place, Toronto, ON M3C 2H4
Salary Range:	\$58,996 to \$80,232 per year
Hours of Work:	36.25 per week (in office, some travel required)
Posting Date:	December 06, 2024
Closing Date:	December 15, 2024

Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda in Ontario. We are committed to making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

We are seeking an organized and results-driven individual to handle complaints about false statements, misinformation, and disinformation intended to influence elections or undermine public confidence in their outcomes or administration. In this role, you will help address specific falsehoods by gathering information, identifying issues quickly, and escalating serious or complex cases to our investigation team. This position is part of the Compliance Division, which oversees the registration and compliance requirements under the Elections Act, the Elections Finances Act, and the complaint process requirements outlined in policies and statutory provisions administered by the Chief Electoral Officer.

What to expect in this role

- Serve as the first point of contact for inquiries and complaints from the public
- Respond to complaints and inquiries by explaining Election Ontario's role, gathering relevant information, and addressing concerns in accordance with applicable legislation and policies
- Evaluate complaints promptly to determine whether escalation to the investigation team is required
- Process intake correspondence, including emails, webforms, and letters
- Enter, retrieve, and manage information in databases and generate reports to support decision-making and compliance efforts

- Assist in preparing response letters to complainants and respondents

What you need to be successful

- 2 years of experience researching, analyzing, and summarizing information
- Strong critical thinking and analytical skills
- Experience applying investigative techniques and gathering information to support compliance and enforcement processes
- Excellent written and verbal communication skills
- Experience in compliance, enforcement, or complaints management
- Experience managing complaint processes, including timely assessment and escalation of complex cases
- Track record of problem-solving leading to decisions based on thorough analysis
- Knowledge of trauma-informed or cultural safety practices is an asset
- A diploma or certificate in criminology, compliance and enforcement, business, political science, communications or a related field is an asset
- Familiarity with legislation frameworks, including the Election Act and the Election Finances Act, is an asset

How to apply

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. We offer career growth opportunities and a competitive rewards program.

Please submit your **cover letter and resume** as one attachment, quoting File **#EO-2024-165** in the subject line, to hr@elections.on.ca no later than **December 15, 2024**.

We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

How to request an accommodation

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related



accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email hr@elections.on.ca.