

Compliance Investigation Officer

Position Status:	Temporary Assignment for 6 months
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, ON M3C 2H4
Salary Range:	\$71,563 to \$100,052 per year
Hours of Work:	36.25 per week (in office, some travel required)
Posting Date:	December 6, 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

The Compliance division of Elections Ontario is seeking a highly motivated individual with strong analytical, investigative and administrative experience in a regulatory environment to provide a range of analytical, administrative and investigative services to administer the investigative, enforcement and official complaint process requirements under the *Election Act*, *Election Finances Act* and policies instituted by the Chief Electoral Officer.

What to expect in this role:

- Investigate complaints and internally identified issues pertaining to the *Election Act*, *the Election Finances Act*, and policies instituted by the Chief Electoral Officer, ensuring compliance with all related guidelines and policies
- Make decisions based on evidence collected and resolve and close items that do not require escalation
- Review complaints, investigate items and will make recommendations, draft investigation plans, and provide advice to management
- Contact sources of complaints, respondents and potential witnesses and gather evidence from appropriate sources
- Write and assist with detailed high quality reports including findings, analysis and recommendations
- Prepare response letters to complainants, respondents and their legal counsel

- Provide information to members of the public and the media on the compliance aspects of the *Election Act* and the *Election Finances Act* and related guidelines.
- Provide training and supervision to staff with respect to investigations, analysis/intelligence gathering, detection and investigation of possible privacy issues

What you need to be successful:

- 2 years of demonstrated research, analytical, investigative, official complaint processes experience
- Good understanding of the *Election Act*, the *Election Finances Act*, policies and guidelines of the Chief Electoral Officer
- Excellent interpersonal, verbal, and written communication skills
- Strong analytical and organizational skills
- Experience with database software and information management systems
- 2 years demonstrated experience researching, analyzing, and summarizing information and complaints
- Strong critical thinking and analytical
- Experience with investigative techniques and gathering information to support compliance and enforcement processes
- Proven ability to manage challenging conversations professionally with tact and empathetically
- Proven ability to problem-solve and make sound decisions based on thorough analysis
- Flexibility and adaptability to changing priorities and challenges
- A diploma or certificate in criminology, compliance and enforcement, business, political science, communications, or a related field 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-2024-164 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.