

Manager, Election Planning

Position Status:	Permanent
Posting Status:	Open
Location:	26 Prince Andrew Place (Don Mills and Eglinton)
Starting Salary:	\$105,357 to 148,429 per year
Hours of Work:	36.25 per week
Posting Date:	July 26, 2024
Closing Date:	August 6, 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

Elections Ontario is required to be ready to deliver an election whenever one is called. To take its readiness and project risk assessment capabilities to the next level, Elections Ontario is seeking a Manager, Election Planning to lead the charge. If this challenge gets your creative juices flowing, then this is the job for you. In this role you will be responsible for building out and executing the processes needed to track work packages across the organization while assessing risks to readiness, to ensure Elections Ontario is able to deliver electoral events as and when required.

What to expect in this role

Reporting to the Director, Strategic Planning and Portfolio Management, you will:

- Oversee the planning, development, monitoring and delivery of a formal event readiness program.
- Provide leadership in issues and risk management pertaining to event readiness.
- Develop a risk assessment framework and associated communication plan.
- Work across business units within the Deputy Chief Electoral Officer's Cluster and Strategic Planning and Portfolio Management Division to define work capacities and monitor bottlenecks.

- Build relationships with key delivery teams to facilitate adoption and sustainment of new processes.
- Mentor team members and peers in the application of project portfolio management practices.
- Support stakeholders with compliant project documentation.
- Maintain project status reports, change requests and lessons learned repositories.
- Provide advice to the leadership team on portfolio status, risks, and risk mitigation options.
- Represent the Strategic Planning and Portfolio Management Division/Elections Ontario and lead and/or participate on committees, task forces and working groups.

What you need to qualify

- Minimum five years' experience in program or portfolio management, including budget and resource management.
- In-depth knowledge and experience in project management and managing operational planning, performance measurement and project delivery.
- Certification achieved in a recognized project management methodology (i.e., PMP) preferred.
- Experience managing diverse projects such as software integration, process development/improvement and large-scale field service deployment.
- Ability to build relationships and exercise influence through collaboration across divisions and operational silos.
- Strong analytical acumen and excellent communication skills.
- Honed reporting skills communicating both overall program status and the essential details of risks, impacts and possible mitigations within specific projects.
- Knowledge of budgeting and financial management processes.
- Knowledge of risk management principles, quality assurance standards, change management methodologies, and business performance.
- Demonstrated ability to effectively deliver while getting the best from teams.
- Experience interacting with senior management, executives, and external stakeholders.
- Organizational skills to manage competing and changing priorities.
- Experience with reporting dashboards and MS Power BI an asset.
- Experience in the business of election planning an asset.



- Must be legally entitled to work in Canada. Elections Ontario offers alternative work arrangements (Telework or Compressed Work Week). This position requires in-office presence of 4-5 days per week starting in the Fall of 2024, based on operational requirements.

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-2024-90 in the subject line, to hr@elections.on.ca no later **August 6, 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.