

Project Control Officer

Position Status:	Permanent
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, ON M3C 2H4
Salary Range:	\$63,718 to \$88,178
Hours of Work:	36.25 per week
Posting Date:	October 28, 2024
Closing Date:	November 4, 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 Strategic Planning & Portfolio Management (SPPM) division of Elections Ontario (EO) is looking for a project professional to join its Enterprise Planning & Portfolio Management (EPPM) team in its quest to enable Elections Ontario's next phase of business and system transformation.

The successful candidate must be able to work in a fast-paced environment, be adaptable to change, successfully multi-task various priorities, and effectively collaborate with various cross-functional teams. This person will support team members and our business partners in delivering holistic enterprise status and risk management reports at project, program, and/or portfolio levels while supporting Project Managers in successful delivery toward project objectives.

What to expect in this role

Reporting to the Manager, Enterprise Planning & Portfolio Management, you will:

- Assist in ensuring project deliverables are fulfilled through practical engagement with team members (Project Managers and Coordinators), other EO business units, stakeholders, and external parties (e.g. setting up meetings, sharing and reviewing documents, chasing deliverables, flagging risks).
- Monitor and maintain project schedules, project budgets, and scope to ensure projects stay within established parameters.

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- Monitor Work Breakdown Structure (WBS) activity, track milestones, and escalate schedule impacts to Project Managers as warranted.
- Act as administrator for Change Request log and RAID log, following up with project team members creating reports/presentations for EPPM manager and approving Committees.
- Review and ensure intake items are thoroughly assessed for quality, impact, and completeness and assist in approval process at necessary steps of Project Management Life cycle.
- Perform project control/tracking/reporting by, for example, ensuring that day-to-day management of project working groups is conducted.
- Manage, update, and track project information in manual/electronic (Word, Excel, and PowerPoint) files and libraries, e.g. for contracts, purchase orders, information requests/correspondence, reports, project activity logs, schedules.
- Provide *ad hoc* administrative and technical support (of a clerical nature) to project management.
- Support the continual development and implementation of enterprise projects, change, and risk management frameworks ensuring supporting tools, templates, and processes are in place and adhere to EO's project documentation standards.
- Participate in training business partners on the use, purpose, and value of necessary artifacts used to support the enterprise project and portfolio management frameworks.
- Support the creation and maintenance of an enterprise portfolio roadmap, noting impact and interdependence between multiple projects, milestones, and other key operational deliverables.
- Monitor project performance, prepare reports and dashboards to ensure various stakeholders are fully apprised of status, relevant issue resolution, and predictive risk management items.
- Research, review, and prepare reports and recommendations on project management trends and issues.
- Support financial aspects of projects by coordinating invoices, resolving issues, and tracking accounts payable.

What you need to qualify

- The successful candidate is a motivated, analytical self-starter, with a proven track record for cultivating positive relationships and implementing best practices through systematic project, program, and portfolio management processes.
- Advanced working knowledge of best practices and standards, with a solid understanding of SDLC, PMLC, and Agile project management methodologies.



- Minimum 3 years in project, program, and portfolio management, with demonstrated experience in project management principles and practices.
- Excellent communication, presentation, and problem-solving skills with the ability to successfully negotiate change while influencing stakeholders to ensure adherence to enterprise project and portfolio frameworks.
- Proficient in project scheduling and cost control.
- Proven experience using Outlook, Teams, SharePoint, Excel, PowerPoint, and Visio plus proficient working knowledge of MS Project desktop or MS Project Online.
- Power BI administration experience is considered a substantial asset.
- PMI certification is an asset.
- Must be legally entitled to work in Canada.

Elections Ontario offers alternative work arrangements (Telework or Compressed Work Week), but this position requires in-office presence 4 to 5 days per week 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-2024-145 to the hyperlink, [Project Control Officer](#) no later than **November 4, 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.