

## Returning Officer

<b>Posting Status:</b>	Open
<b>Position Status:</b>	10-year Order-in-Council Appointment
<b>Hourly Rate:</b>	\$45 per hour ( <a href="#">click here for more information</a> )
<b>Hours of Work:</b>	Varied hours with full-time hours during election period
<b>Posting Date:</b>	July 25, 2024
<b>Closing Date:</b>	August 26, 2024

Are you ready to put your management skills to work by serving democracy in Ontario? If so, join an innovative and recognized leader in electoral administration today!

### Who we are

The Office of the Chief Electoral Officer is an independent, non-partisan agency of the Legislative Assembly of Ontario, responsible for the administration of provincial elections, by-elections and referenda.

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. Together, we lead change by building modern services that put the needs of Ontarians first.

### Join our team

We are seeking results-oriented, management-level community leaders who thrive in a multi-faceted challenging environment, to manage the administration of all aspects of provincial elections, by-elections and referenda in their assigned electoral district.

The Returning Officer (RO) is at the heart of the election in their electoral district (ED). They play a key role in maintaining public trust in the electoral process to ensure democracy is upheld by delivering fair, accessible, impartial and consistent elections.

ROs are appointed by Order-In-Council for a 10-year period based on the recommendation of the Chief Electoral Officer.

## What to expect in this role

For your assigned ED, you will be:

- Planning and preparing for electoral events including identifying and inspecting several voting locations and returning office space.
- Processing candidates' nomination papers.
- Ensuring all voting channels are operating effectively during advance poll and polling day voting.
- Using your strong community network to oversee recruitment of returning office staff (8-12) and poll officials (400-600).
- Manage a team of qualified election professionals, including returning office staff and voting location staff.
- Reporting progress and issues to headquarters' staff, as required.
- Reporting election results accurately and efficiently.
- Maintaining the integrity and privacy of sensitive election products such as the List of Electors.
- Completing event deliverables according to timelines set by the *Election Act* and Elections Ontario headquarters (EOHQ), such as the implementation and delivery of all voting channels.
- Developing and managing effective and collaborative working relationships with a range of internal and external stakeholders.
- Managing the returning office budget and payroll activities, and complying with Elections Ontario (EO) standards, legislation, policies and administrative structures.

Click here ([YouTube.com/ElectionsON](https://www.youtube.com/ElectionsON)) to watch videos about the Returning Officer position in Ontario.

### Working conditions:

During the election period, the RO position can be demanding, both mentally and physically. ROs work long hours, six days a week, during the 29-day election period and for several weeks after the election. Outside the election period, ROs work variable hours on an occasional, part-time basis to carry out pre-election planning assignments and attend training or briefing sessions, etc.

ROs can expect to work the following hours for the pre-election, election and post-election periods:

- **Pre-election:**
  - January - July 2025 (10-20 hours)
  - July - December 2025 (5-10 hours)
  - January - April 2026 (15-25 hours)

**Note:** From January 2025 to April 2026, ROs can expect part-time, variable hours. The hours are estimated. Training sessions may require full-day availability for 4 to 5 days.

- **Election period:**
  - May - June 2026 (full-time hours, 6 days per week)
- **Post-election:**
  - July - September 2026 (part-time, variable hours)

**Note:** The above timeframes are subject to change, as by-elections and referenda may be called in an RO's assigned electoral district.

## What you need to qualify

- Must be of voting age, a Canadian Citizen and resident in Ontario as per the *Election Act*.
- Demonstrated management skills and experience to manage a team of qualified election professionals.
- Leadership role in the community; strong network and connections in the electoral district to assist with recruitment of returning office staff and poll officials.
- Event planning or project management experience; demonstrated ability to work under pressure to ensure deliverables are completed on time.
- Demonstrated expertise in Human Resources management of a diverse workforce.
- Demonstrated experience financially managing a six-figure budget.
- Knowledge and understanding of various legislation including *Election Act*, *Election Finances Act*, *Ontario Employment Standards Act*, *Accessibility for Ontarians with Disabilities Act*, *the Ontario Human Rights Code*, *French Language Services Act* and privacy legislation.
- Highly developed oral/written communications, customer service, consultation, relationship management and interpersonal skills to work effectively with electors, candidates, landlords and other partners.
- Demonstrated experience with computer technology systems including Microsoft Office suite and various software applications, and comfortable adopting new software.
- Living in or near the electoral district is preferred. Local demographic and geographic knowledge of electoral district is considered an asset.
- Have access to a reliable means of transportation.

## Locations

We are recruiting for Returning Officers for the following [electoral districts](#):

- ED001 - Ajax
- \*\* ED018 - Chatham-Kent—Leamington
- \*\* ED020 - Don Valley East
- ED023 - Dufferin—Caledon
- \*\* ED027 - Essex
- ED035 - Haliburton—Kawartha Lakes—Brock

- \*\* ED038 - Hamilton Mountain
- \*\* ED039 - Hamilton West—Ancaster—Dundas
- ED048 - Kitchener—Conestoga
- ED052 - Leeds—Grenville—Thousand Islands and Rideau Lakes
- \*\* ED053 - London—Fanshawe
- \*\* ED055 - London West
- \*\* ED058 - Markham—Unionville
- \*\* ED065 - Mississauga—Streetsville
- \* ED076 - Orléans
- \* ED080 - Ottawa—Vanier
- \*\* ED088 - Renfrew—Nipissing—Pembroke
- \*\* ED101 - Spadina—Fort York
- \*\* ED104 - Thornhill
- \*\* ED107 - Timiskaming—Cochrane
- \*\* ED110 - Toronto—Danforth
- \*\* ED111 - Toronto—St. Paul's
- ED123 - Kiiwetinoong
- \*\* ED124 - Mushkegowuk—James Bay

\* French designated electoral districts where the RO having bilingual proficiency is an asset.

\*\* French designated electoral districts where the RO having a professional working knowledge of French is an asset.

## How to apply

Please submit your resume and cover letter as one attachment, by completing the [Returning Officer Application](#) no later than **August 26, 2024**.

While we appreciate all applications, only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.

## 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](mailto:hr@elections.on.ca).