Technical Product Manager

Position Status	Temporary Assignment up to 18 months
Posting Status:	Open
Location:	95 St Clair Avenue West, Toronto, ON M4V 1N6
Salary Range:	$82,217 - $121,155
Hours of Work:	36.25 per week
Posting Date:	October 15, 2024
Closing Date:	October 22, 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 Finance, Procurement and Logistics division of Elections Ontario is seeking a Technical Product Manager who will play a key role in the implementation of Microsoft Dynamics 365 (Finance and Operations) and a Payroll Solution to support Elections Ontario's operational and strategic goals.

What to expect in this role

Reporting to the Manager, Microsoft Dynamics 365 Implementation, you will:

- Lead the product delivery activities for the implementation of MS Dynamics 365, including integration and data migration from existing applications and post Go-Live support.

- Perform need assessments, product definition, product planning, and prioritize customer requirements in alignment with organizational and project objectives.

- Work closely with key stakeholders to understand their needs, gather and analyze business requirements, and convert to software configuration specifications.

- Develop, manage, and maintain backlogs that are clear, concise, and technically sound.

- Lead technical discussions and provide recommendations and expertise to stakeholders throughout the implementation lifecycle.

- Collaborate with vendor's technical resources to configure and validate solutions to ensure EO's technical needs/requirements are met.

- Plan and manage data migration activities, including data transformation, extraction, cleaning, etc.

- Support system integration and end-user testing activities, such as identifying test scenarios and reviewing test results to ensure specifications/requirements and acceptance criteria have been met.

- Manage cross-functional teams, including vendors, to successfully launch the new features and products.

- Review and provide feedback on all project artifacts to ensure Elections Ontario's needs and expectations are met.

- Report on status of assigned activities during the project's SDLC.

- Lead products demonstrations, end user training and documentation.

- Manage client care activities and product support post go-live.

What you need to qualify

- Bachelor's degree in business, e-Commerce, Digital or Information Management. Financial and payroll knowledge is an asset.

- Must have Product Management certification with 5-7 to years of experience leading software development and SaaS solution implementations.

- Demonstrated experience leading implementation of Microsoft Dynamics 365 configurations or similar ERP implementation.

- Experience defining and launching digital products and services, with demonstrated experience utilizing value proposition mapping techniques, Lean principles, and MVP.

- Proven ability to understand business processes and needs from multiple teams and translating them into software configurations.

- Possess strong leadership and project management skills with a track record of balancing multiple priorities, achieving goals and meeting timelines within a fast-paced environment.

- Excellent communication, collaboration and relationship management skills with the ability to communicate at all levels within an organization and managing internal and external stakeholders.

- Excellent analytical skills with the ability to anticipate and overcome challenges, mitigate risks, and drive product success.

- Practical experience with Waterfall/Agile/Hybrid SDLC methodologies.

- Advanced knowledge of project and product management tools, (MS Project, Visio, Jira, Confluence) and/or similar tools.

- Experience in leading demos and training sessions to ensure smooth adoption of new systems and processes.

- Working knowledge of change management best practices.

- Knowledge of accessibility guidelines (Web Content Accessibility Guidelines, WCAG) and *Accessibility for Ontarians with Disabilities Act* (AODA) legislation.

- Must be legally entitled to work in Canada.

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-2024-139** in the subject line, to [Technical Product Manager](#) no later than **October 22, 2024**. Applications without a cover letter will not be accepted.

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.