

Technical Writer

Position Status: Temporary Assignment to August 29, 2025
Posting Status: Open
Location: 26 Prince Andrew Place, Toronto, ON M3C 2H4
(Don Mills and Eglinton)
Starting Salary: \$67,149 per year
Hours of Work: 36.25 per week
Posting Date: May 17, 2024
Closing Date: May 24, 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 & Logistics division of Elections Ontario is seeking a highly motivated individual for the position of Technical Writer. In this position, you will: gather and write requirements for Procurement RFX documents and associated supporting documents Statement of Work (SOW), Change Request (CR) etc., working in collaboration with the Procurement unit team and Elections Ontario (EO) business units, in accordance with the established standards, policies and practices.

What to expect in this role

Reporting to the Manager, Procurement, you will:

- Liaise and collaborate with the department colleagues to ensure RFX documents are complete and meet established procurement standards and policies.
- Lead and facilitate sessions with EO's business units across the organization to gather business requirements, refine and document use cases, business rules, scenarios, data needs, as well as functional and non-functional systems requirements for various technical initiatives.
- Develop/write content to produce high-quality RFX documentation/proposals and supporting documents (SOW, CR etc.) that effectively communicate business needs/requirements.

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- Research, gather and synthesize information from various sources to understand business requirements, liaise and work with technical subject matter experts to clarify information and requirements to prepare and assemble RFX proposals.
- Gather, synthesize, and presents both functional and non-functional requirements, in a professional and visually appealing manner with good grounding in examples of non-functional requirements such as: security, performance, accessibility, governance, etc.
- Review and edit subject matter experts documentation for consistency, clarity, accuracy and compliance with established procurement standards and policies and translate technical information into readable content to ensure high quality proposals are produced.
- Format and design proposal documents, applying EO's lexicon, ensuring professional and visually appealing presentations that align/adhere to EO business requirements and branding/style guidelines.
- Monitor RFX deliverables, coordinating meetings and communicating with business units as needed to ensure timelines are met.
- Develop and maintain a repository of standard RFX documentation and related materials.
- Provide recommendations for changes/improvements in processes and procedures for the development and preparation of RFX documentation to improve efficiency and effectiveness.

What you need to qualify

- Minimum of 4-5 years' demonstrated experience and knowledge applying communications and technical writing and editing techniques, methods, best practices, and standards to prepare a range of complex and technology based RFX documentation using appropriate language, format, style, grammar, etc., to ensure documents contain information that is easily understood, clear, concise and accurate and meets EO client's business/procurement needs.
- Knowledge of best practices (in the areas of procurement technologies, procurement transformation, sourcing strategy development, spend analytics, category management, supplier negotiations, contract development and management, supplier performance, relationship management and risk management, RFX development) to provide strategic/technical procurement/sourcing expertise, advice, and leadership.
- Knowledge and demonstrated understanding and experience successfully using relevant hardware and software applications plus architectures and environments to effectively prepare complex technical RFX documentation.
- Demonstrated knowledge and understanding of procurement and contract management policies, procedures, methods, and guidelines to gather business

requirements for inclusion in RFS documentation and ensure compliance with procurement and contract management standards, guidelines, and policies.

- Analytical and problem-solving skills to: understand and interpret business requirements and distill information, often technical in nature, into clear, concise, and engaging written content; and edit and proofread written materials to produce high quality RFS documentation that meets business needs.
- Relationship management and customer service skills to liaise and collaborate with management and staff from EO business units and Procurement staff to gather, research and synthesize, and clarify and edit RFX document information.
- Organizational and time management skills, with a keen eye for detail to manage own work priorities to meet multiple, concurrent deliverables and tight timelines effectively and efficiently.
- Proficiency with office software and technology, and with customized databases to prepare RFX and related documentation; maintain databases and use the internet/email for research and communications.
- Procurement public sector experience is considered 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 3 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-2024-71** in the subject line, to hr@elections.on.ca no later than **May 24, 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.