



Elections Ontario

IT Project Coordinator

Temporary Assignment April 30, 2018 to March 29, 2019
Open

Who we are

The Office of the Chief Electoral Officer is a 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 electors first.

We believe in Responsiveness and Innovation, Accountability and Integrity, Respect and Efficiency.

Join our team

The Information Technology and Digital Solutions Division is seeking a highly motivated and organized professional with an IT background and working knowledge of both waterfall and agile project management methodologies, who wants to work for an organization that offers career growth opportunities and a competitive rewards program within our Scarborough location.

As an IT Project Coordinator you will, assist in managing the development and co-ordination of Elections Ontario application development and maintenance projects that support the planning, preparation and delivery of electoral and referenda events.

What you can expect in this role

Reporting to the Manager, Project Delivery, you will:

- Support and lead projects of varying size and complexity as assigned by the Manager.
- Assist in determining project strategies for assigned projects.
- Develop, coordinate and monitor project schedules, project budgets and hours worked, to ensure projects stay within budget and established timelines.
- Prepare procurement documentation for projects as required and provide third party vendor support.
- Reconcile vendor invoices and facilitate the payment process for IT related expenditures.
- Review and track required actions from assigned project teams, as well as update project status reports.
- Provide business needs analysis and create business and system requirements documentation, including functional and non-functional requirements, use cases, and data and process flow diagrams for waterfall and Agile structured projects.
- Provide guidance and leadership to assigned project teams, business owners and support staff.

- Assist in the establishment of performance standards and benchmarks to monitor and improve service quality.
- Participate on committees, task forces and working groups for associated projects.
- Maintain a change control framework business owners use when adjusting and implementing changes.
- Prepare and deliver presentations to stakeholder teams as required.
- Resolve and/or escalate issues in a timely manner.

Qualifications

- Demonstrated experience with IT project management methodologies (Waterfall and Agile), techniques and tools, including the System Development Life Cycle known as SDLC.
- Knowledge of strategic planning and management principles, practices and policies.
- Familiarity with coordinating IT related projects.
- Knowledge and understanding of procurement methods, practices and techniques.
- Knowledge of project financial management.
- Strong organizational and co-ordination skills.
- Excellent interpersonal, communication, presentation, negotiation and problem-solving skills and the ability to influence and impact change.
- Well-developed analytical, networking, consulting and relationship management skills.
- Proven leadership experience in a fast-paced environment with demonstrated ability to motivate and engage with a diverse group of professionals.
- Must be legally entitled to work in Canada.

Compensation

Salary Band: \$65,731 to \$85,839 per annum

Hiring Range: \$65,731 to \$75,785 per annum

How to apply

Please submit your resume and cover letter as one attachment quoting **File # EO-2018-33** to <https://hrassociates.wufoo.eu/forms/mn83cx41jb96q9/> no later than **April 23, 2018**.

We are an Equal Opportunity Employer. If you require a disability-related accommodation to participate in the recruitment process, please contact us at 1-888-668-8683, Fax at 1-866-714-2809, TTY at 1-888-292-2312 or hr@elections.on.ca. We will accommodate your needs under the Ontario Human Rights Code.

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

Posting Date: April 9, 2018