



Elections Ontario

Project & Records Management Coordinator

Permanent

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 Office of the Chief Electoral Officer, Shared Services Division, is seeking a highly motivated and organized individual in our Scarborough location who wants to work for an organization that offers career growth opportunities and competitive rewards program.

You will support the Manager, Procurement & Logistics in the development, administration and delivery of projects; provide expertise and leadership in the implementation, enhancement and operation of the Records and Asset management system; and support Business Continuity and Emergency Management initiatives/strategies.

What you can expect in this role

Reporting to the Manager, Procurement & Logistics, you will:

- contribute to and coordinate the planning and development, administration and delivery of projects;
- coordinate concurrent projects and lead interdisciplinary project teams of varying size and complexity, according to established structures and standards, develop and coordinate project plans and priorities from conception to completion, ensuring budgets and timelines are met, identify project risks, recommend mitigation strategies and develop contingency plans;
- coordinate and manage the Records and Asset Management Program and provide operational expertise on the development and implementation of records and asset management policies, standards, procedures and solutions;
- provide operational expertise, support and solutions to the development of related business continuity and emergency management frameworks, policies, procedures and standards;

- lead vendor related activities including writing SOWs, working with vendor project teams to plan, develop, administer and deliver on all event and non-event related activities;
- undertake ongoing asset and records management audits to ensure compliance;
- coordinate delivery of training sessions and communications initiatives;
- prepare analyses, reports, presentations and training materials; and
- maintain and test business continuity and emergency management plans, procedures and policies, determine overall effectiveness of plans/delivery strategies and identify issues/gaps.

Qualifications

- familiarity and understanding of formal project management methodologies
- demonstrated experience working in a coordination role with project teams/project managers;
- demonstrated project management and leadership skills;
- demonstrated experience coordinating, implementing and maintaining records and asset management plans and records retention schedules;
- knowledge of business continuity and emergency management principles and best practices;
- excellent analytical and problem-solving skills;
- superior oral and written communication skills;
- well-developed relationship management and customer service skills;
- proficiency with office software/technology;
- familiarity with Elections Ontario operations, policies, directives, goals and objectives; and
- Must be legally entitled to work in Canada.

Compensation

Starting Salary: \$65,731 per annum

How to apply

Please submit your resume and cover letter as one attachment quoting **File # EO-2019-28** to hr@elections.on.ca no later than **May 24, 2019**.

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: May 15, 2019

Closing Date: May 24, 2019