

## Regional Liaison Officer

17 Temporary Assignments from March 2021 to September 2022

OPEN

### Who we are

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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

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The Chief Electoral Officer is seeking highly experienced practitioners in the field of election management to provide support to Returning Officers regionally prior to and during electoral events.

Regional Liaison Officers (RLOs) are experienced electoral administrators who have recent, successful experiences in electoral management roles. They live in or near the region that they support and have knowledge of the region and its unique challenges. RLOs provide an important link between Returning Officers (ROs) and Elections Ontario headquarters (EOHQ) prior to and during electoral events to support consistency in successful event readiness and delivery.

RLOs are responsible for understanding, adhering to and applying relevant legislation (such as the *Election Act*, *Ontario Human Rights Code*, *Accessibility for Ontarians with Disabilities Act*, *Ontario Employment Standards Act*, *French Language Services Act*). They must also understand and follow policies, programs and procedures established by EOHQ.

### What you can expect in this role

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For a designated Ontario region, you will be working with 6 to 11 Returning Officers (ROs):

Prior to an electoral event, you will work with the ROs in your region to:

- Provide expertise and guidance to conduct and implement strategic operational planning, performance measurement and project management activities to ensure effective electoral event resource preparation and delivery for their prescribed electoral district.
- Assist with the recruitment and selection of an Election Clerk (EC).

- Develop and nurture effective and collaborative working relationships and build the trust necessary for a successful partnership.
- Act as a guide and mentor, providing expertise and guidance necessary to support consistency in successful event readiness and delivery.
- Work collaboratively to ensure the completion of assignments leading up to the general election to ensure the quality, accuracy and timeliness of assignments/activities.
- Participate in regional training, become familiar with training resources, materials and tools used to conduct an event.

During an electoral event, you will work with the ROs in your region to:

- Provide guidance and support to help the ROs and their key staff.
- Apply and manage EOHQ policies, strategies, plans, procedures, standards and systems which support electoral event administration at the electoral district level, including providing advice, best practices and mentorship for tasks, such as office administration, office staffing, and budget management, preparations for voting, poll official recruitment and training.
- Engage in two-way communication on an ongoing basis to ensure both EOHQ and the ROs receive the key updates they require based on EOHQ's direction.
- Conduct site visits and regional conference calls to determine the status of deliverables and/or identify issues; report issues to EOHQ and work with ROs and EOHQ to resolve issues.
- Prepare required reports, providing status of activities and recommend course of action to resolve issues.
- Assess the progress of each returning office team in your region – e.g. complying with legislation and policies, organization/completion of tasks effectively and efficiently, and using effective judgment/discretion where appropriate.
- Provide required level of leadership and guidance to the RO if they are experiencing challenges.
- Assume the role of the RO in the event an RO leaves his/her position during an electoral event and a suitable replacement cannot be found.

Following an electoral event, you will:

- Attend post-event meeting(s) and provide the required feedback to inform EOHQ reporting and preparation for future events, including identifying issues and deficiencies with business processes and practices in specific electoral districts; provides advice and recommendations to improve the quality and execution of activities.
- Provide strategic reports on the conduct of the election to EOHQ.

## Qualifications

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- Highly developed management, leadership and administrative skills;
- Knowledge of electoral districts in assigned region and the unique challenges each may face during an electoral event;
- Knowledge and demonstrated experience applying strategic and project planning and management principles, theories, policies and practices, and managing operational planning, performance measurement and project

delivery activities to ensure effective support of electoral event resource preparation and delivery for the prescribed electoral districts;

- Knowledge and demonstrated experience in budgeting and financial management processes to support the management and administration of the returning office budget, following the established financial framework/processes/policies for electoral event delivery, as well as for the implementation of electoral event infrastructure delivery systems;
- Knowledge and demonstrated experience applying analytical, problem-solving and issues management skills to identify issues and contribute to and oversee election officials in a high pressure and high stress environment for the delivery of the electoral event;
- Demonstrated experience applying mentorship and collaboration skills to provide guidance and short-term on-site support to each of the ROs in assigned region; act as a liaison between EOHQ and the ROs;

Demonstrated knowledge of/experience applying:

- Government staffing and recruitment practices, policies, standards and governing legislation to manage the planning, administration, payroll and delivery of program-focused workforce planning and recruitment strategies for election staff.
- acquisition/procurement management principles, theories, policies and practices for the acquisition of all materials, goods and services;
- principles of facilities management, building access controls and the regulations and legislation governing safe workplaces;
- understanding of risk management principles, quality assurance standards and business performance measures to implement electoral event delivery strategies and plans, and identify opportunities for the continuous improvement of electoral event delivery functions, processes and procedures;
- *Election Act (EA)*, *Accessibility for Ontarians with Disabilities Act (AODA)*, the *Ontario Human Rights Code (OHRC)*, *Election Finances Act (EFA)* *Ontario Employment Standards Act (ESA)*, *French Language Services Act (FLSA)* and privacy legislation;
- excellent and accessible customer service to electors, in accordance with AODA;
- highly developed oral/written communications, consultation, relationship management and interpersonal skills to effectively liaise and work with a broad range of internal and external stakeholders;
- address standards in place and under development nationally, and their relationship to physical geography to ensure consistent products and to maintain data sharing capacity;
- demonstrated knowledge of computer technology systems and various software applications/databases to utilize programs and electronic resources;
- Election Ontario's business operations, policies and procedures and electoral practices, legislation and regulations in Ontario;

Other requirements:

- Access to a reliable means of transportation for ongoing travel within the region in order to visit and assess the performance of the electoral districts in the assigned region;
- Live in or in close proximity to the assigned region is preferred.

## Compensation

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\$45.00/hour

## Hours of Work

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Position will be working as per the following:

- Part-time for the periods of March 2021 to April 2022 and July 2022 to September 2022
- Full-time for the period of April 2022 to June 2022

## Locations

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- 13 region-specific positions (see map below)
  - \* Central Ontario (Region 1)
  - \*\* East GTA (Region 2)
  - \* Eastern Ontario (Region 3)
  - \*\* Huron-Simcoe (Region 4)
  - \*\* Niagara Peninsula (Region 5)
  - \*\* North Toronto (Region 6)
  - \* Northern Ontario (Region 7)
  - \* Ottawa Area (Region 8)
  - \*\* Peel (Region 9)
  - \*\* South Toronto (Region 10)
  - \*\* Southwestern Ontario (Region 11)
  - Waterloo-Wellington-Halton (Region 12)
  - \*\* York (Region 13)
- 4 “floater” positions
  - May be assigned to more than one region to support other RLOs/ROs as needed

\* Includes French designated electoral districts where the RLO must have bilingual proficiency.

\*\* Includes French designated electoral districts where the RLO must have professional working knowledge of French.

## How to apply

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Please submit your resume and cover letter as one attachment, to:

<https://hrassociates.wufoo.com/forms/mxj3r7k0jzzji8/> no later than **September 28, 2020**.

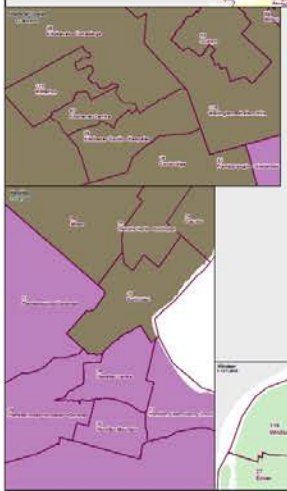
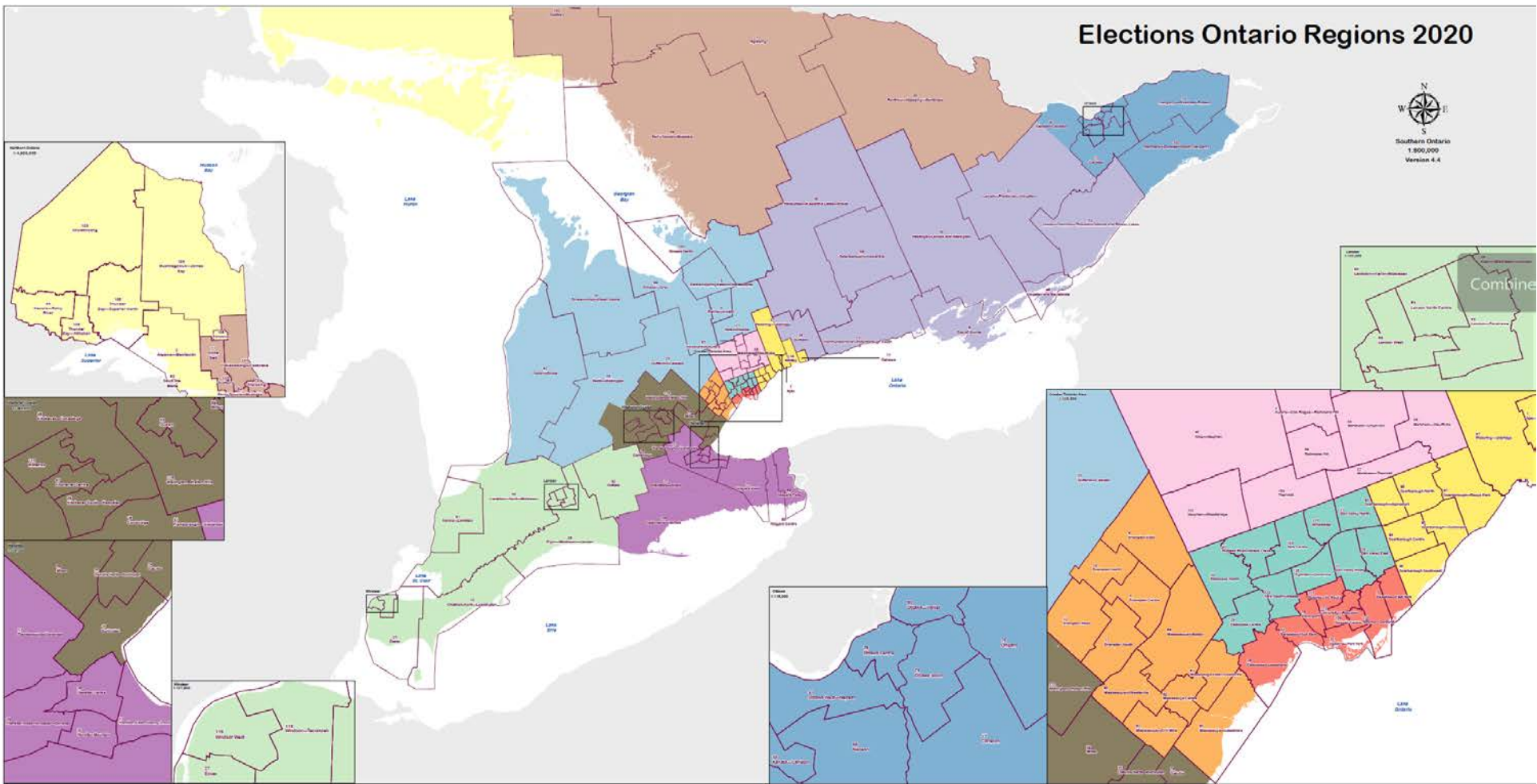
We are an Equal Opportunity Employer. If you require a disability-related accommodation to participate in the recruitment process, please contact us at 1-888-668-8683, Fax at 1-866-714-2809, TTY at 1-888-292-2312 or [hr@elections.on.ca](mailto:hr@elections.on.ca). We will accommodate your needs under 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: September 8, 2020**

**Closing Date: September 28, 2020**

# Elections Ontario Regions 2020



Electoral District

**Regions:**
 Central Ontario
  Eastern Ontario
  Niagara Peninsula
  Northern Ontario
  Peel
  Southwestern Ontario
  York

East GTA
  Huron Simcoe
  North Toronto
  Ottawa Area
  South Toronto
  Waterloo-Wellington-Halton