

Returning Officer

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 **Chief Electoral Officer** is seeking results-oriented and motivated leaders with strong management skills to manage all aspects of the preparation, execution, close-out and reporting of electoral events and referenda.

The Returning Officer (RO) manages the preparation, development, implementation and delivery of general elections, by-elections and referenda in their assigned electoral district within Ontario. This includes oversight of the infrastructure, deliveries, recruitment, administration and financial management strategies as well as the maintenance, use, dissemination and tracking of elector, geographic and address data and products.

The RO plays a key role in maintaining public trust in the electoral process and, with Elections Ontario Headquarter (EOHQ), to ensure democracy is upheld by delivering fair and consistent elections. The RO works to ensure the provisions of the *Election Act (EA)*, the *Election Finances Act (EFA)*, the *Accessibility for Ontarians with Disabilities Act (AODA)*, the *Ontario Employment Standards Act (ESA)*, the *Ontario Human Rights Code (OHRC)* and the *French Language Services Act (FLSA)*, and all other relevant statutes are observed.

What you can expect in this role

For a single/specific provincial electoral district (ED), you will:

- Understand and implement all programs, policies and procedures set by Elections Ontario Headquarters (EOHQ).
- Plan and implement electoral event delivery strategies covering all aspects of election resources/poll officials' activities.
- Participate in the preparation for electoral events through various assignments, including identification and inspection of returning office/training and logistics office, satellite office (as required), identification

and inspection of voting locations, maintenance of polling divisions, and targeted elector registration.

- Execute the planning, implementation and management of the returning office logistics and set-up.
- Follow standards and structures to support returning office logistical and administrative management of statutory and assigned activities; monitor activity to ensure legislative compliance and full integration with corporate facilities and materials management functions.
- Maintain the **List of Electors** for your ED during electoral events in accordance with the requirements of the *Election Act* and the processes and guidelines outlined in our Privacy and Security Policy.
- Implement and maintain workforce planning and recruitment strategies to create and implement new and innovative ways to reach new recruits while ensuring outreach and recruitment and selection strategies are barrier-free, fair, equitable, open and transparent.
- Manage the planning, administration and delivery of key staff and field staff workforce planning and recruitment to administer electoral events.
- Manage the work of the returning office, training and logistics office, satellite office (if applicable) and voting locations staff.
- Execute the planning, implementation and delivery of all voting channels, which include advance polls, special ballot and polling day voting.
- Ensure accuracy in numbers of ballots, candidate information, timeliness of delivery, and the accuracy and timely delivery of results on polling night.
- During electoral events, prepare, distribute and track **List of Electors (F0313)** and other election-related data and cartographic products in accordance with the requirements of the *Election Act*.
- Execute processes and procedures for all returning office materials, goods and services acquisitions through appropriate sourcing strategies and procurement instruments.
- Develop and manage effective and collaborative working relationships with a range of internal and external stakeholders, ensuring electoral event business needs and stakeholder needs are met.
- Manage the returning office budget, financial management and payroll activities and comply with standards and administrative structures.
- Manage special projects of varying size and complexity, fulfill requirements and secure resources and prepare required deliverables according to established structures and standards.

Qualifications

- Highly developed management, leadership and administrative skills to manage returning office staff (8-12) and voting location staff (600-1000), and provide operational and functional guidance and prioritize work.
- 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 electoral event resource preparation and delivery for the prescribed electoral district.
- Demonstrated knowledge of and experience applying budgeting and financial management processes to manage and administer 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.

- 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.
- Demonstrated knowledge of acquisition/procurement management principles, theories, policies and practices for the acquisition of all materials, goods and services.
- Demonstrated knowledge of the principles of facilities management, building access controls and the regulations and legislation governing safe workplaces.
- Demonstrated knowledge and 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.
- Knowledge and understanding of the *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.
- Understanding of the requirement of providing 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.
- Demonstrated research, analytical, issues management and problem-solving skills to identify and resolve unanticipated issues immediately in a high pressure and high stress environment.
- Demonstrated knowledge of address standards in place and under development nationally, and their relationship to physical geography to ensure the preparation and production of consistent address products and to maintain data sharing capacity.
- Demonstrated knowledge of computer technology systems and various software applications/databases to utilize programs and electronic resources.
- Knowledge and understanding of Election Ontario's business operations, policies and procedures and electoral practices, legislation and regulations in Ontario.
- Access to a reliable means of transportation to conduct voting location visits, suppliers' meetings and other assignments, as required.
- Local demographic and geographic knowledge of electoral district would be considered an asset.
- Living in or in close proximity to the electoral district is preferred.

Compensation

\$45.00/hour

Locations

Recruitment of Returning Officers for the following [electoral districts](#):

- *Algoma—Manitoulin (ED002)
- Aurora—Oak Ridges—Richmond Hill (ED003)
- Bay of Quinte (ED006)
- **Brampton North (ED010)
- Brantford—Brant (ED013)
- Dufferin-Caledon (ED023)
- **Etobicoke North (ED030)
- **Glengarry—Prescott—Russell (ED032)
- *Kanata—Carleton (ED043)
- Kitchener Centre (ED047)
- Kitchener—Conestoga (ED048)
- **Lanark—Frontenac—Kingston (ED051)
- **Markham—Unionville (ED058)
- **Mississauga East—Cooksville (ED061)
- *Mushkegowuk James-Bay (ED124)
- **Niagara Centre (ED068)
- *Nipissing (ED072)
- Oakville (ED074)
- Oakville North—Burlington (ED075)
- *Ottawa South (ED079)
- **Parkdale—High Park (ED083)
- Perth-Wellington (ED085)
- Peterborough—Kawartha (ED086)
- St. Catharines (ED090)
- Sault Ste. Marie (ED092)
- **Scarborough North (ED096)
- **Spadina—Fort York (ED101)
- *Stormont Dundas South Glengarry (ED102)
- **Thornhill (ED104)
- *Timiskaming—Cochrane (ED107)
- *Timmins (ED108)
- **York South—Weston (ED122)

*French designated electoral districts where the RO must have bilingual proficiency.

** French designated electoral districts where the RO must have professional working knowledge of French.

How to apply

Please submit your resume and cover letter as one attachment to <https://hrassociates.wufoo.com/forms/mwxyovd0qyawlj/> no later than **October 5, 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. 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 14, 2020

Closing Date: October 5, 2020