

## Director, Electoral Operations

<b>Position Status:</b>	Permanent
<b>Posting Status:</b>	Open
<b>Location:</b>	26 Prince Andrew Place, Toronto, Ontario M3C 2H4 (Don Mills and Eglinton)
<b>Starting Salary:</b>	\$130,930 per year
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	March 15, 2024
<b>Closing Date:</b>	March 29, 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 Electoral Operations division of Elections Ontario is seeking a highly motivated and innovative leader to direct the planning, development, implementation and management of strategic and operational systems, policies and processes to deliver provincial elections, by-elections and referenda in Ontario and to maintain a continuing state of electoral event readiness at Elections Ontario (EO).

### What to expect in this role

Reporting to the Chief Operating Officer, you will:

- Direct the development and implementation of the Electoral Operations function's operational and strategic plans required to run general elections, by-elections and referenda in the province of Ontario.
- Direct the strategic planning, development and implementation of business, strategic and operational initiatives, action plans and associated special projects to support the management of electoral event readiness.
- Provide strategic and policy analysis and recommendations concerning operational issues for presentation to the Chief Operating Officer, Chief Electoral Officer and Legislative Boards and Committees.
- Develop and manage strategic and operational relationships with government and private sector partners.

- Manage the inter-jurisdictional array of partnerships including Elections Canada, provincial agencies, municipal agencies and private list related partners and establish and chair inter-jurisdictional committees and working groups involved in joint activities.
- Identify strategic initiatives and action plans to implement requirements and develop project proposals and business plans.
- Provide strategic direction and leadership to all Electoral Operations units including managing staff, operating plans and budgets, developing and submitting quarterly reporting forecasts, developing and managing contracts with external service providers.
- Participate as a member of the Strategic Leadership Team, to identify strategic initiatives and action plans and develop project proposals and business plans to achieve critical EO goals and objectives.

### **What you need to qualify**

- Highly developed senior leadership and decision-making skills.
- Demonstrated expert knowledge and experience working with electoral legislation and regulations and an understanding of electoral practices in Ontario and the rest of Canada and other countries, particularly relating to vote recording and tabulation.
- Demonstrated expert knowledge and experience in providing policy and legislative interpretation, expertise and advice regarding the operational requirements to conduct general elections, by-elections and referenda events.
- Demonstrated expertise and experience in the design and implementation of electoral event delivery systems, policies and procedures.
- Expert knowledge of and demonstrated experience applying senior management and leadership practices, strategic and operational planning methods, techniques and theories and organizational management skills to provide strategic direction and leadership in the management of diverse operational activities and functions.
- Highly developed interpersonal, communication, relationship management and partnership building skills.
- Highly developed project, budget and financial management skills and experience.
- Demonstrated analytical, problem solving and organizational skills.
- 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-2024-45 in the subject line, to [hr@elections.on.ca](mailto:hr@elections.on.ca) no later than **March 29, 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](mailto:hr@elections.on.ca).