

## Senior Research & Data Analyst

<b>Position Status:</b>	1 Permanent 1 Temporary Assignment to January 30, 2026
<b>Posting Status:</b>	Open
<b>Location:</b>	26 Prince Andrew Place, Toronto, ON M3C 2H4 (Don Mills and Eglinton)
<b>Starting Range:</b>	\$71,563 to \$100,052 per year
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	August 30, 2024
<b>Closing Date:</b>	September 13, 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 Design & Strategic Innovation division is seeking a self-starter with a passion for uncovering strategic insights that drive process optimization and service innovation.

Elections Ontario has led an ambitious and extensive multi-year research program that provides the organization with an unprecedented number of insights to improve the electoral process and future electoral events

The Senior Research and Data Analyst plays a critical role in advancing Elections Ontario's (EO's) data-driven decision-making capabilities. This position focuses on analyzing complex data sets, applying advanced statistical methods, and leveraging data science techniques to extract meaningful insights that improve the organization's capacity to deliver a modern electoral experience. Reporting to the Manager, Research and Insights, the Senior Research and Data Analyst will collaborate across the organization and with external partners to support strategic initiatives and drive EO's Research and Innovation agenda.

## What to expect in this role

Reporting to the Manager, Research & Insights, you will:

1. Data and Advanced Statistical Analysis:
  - Analyze large and data sets from various sources from within the organization, identifying trends, patterns, and actionable insights that inform strategic decisions and help teams improve the elector experience.
  - Apply advanced statistical models, predictive analytics, and data mining techniques to support organizational goals.
  - Develop clear and concise data visualizations, reports, presentations, and dashboards that effectively communicate insights to cross-functional teams and support leads in making operational and strategic decisions.
2. Research and Innovation Support:
  - Design and execute data-driven research projects aligned with EO's research and innovation agenda.
  - Conduct exploratory analysis on emerging topics, such as artificial intelligence, misinformation, and electoral integrity, to identify opportunities for innovation and that warrant further investigation.
3. Collaboration and Cross-functional Engagement:
  - Collaborate with cross-functional teams to understand their data needs and provide expert insights that drive informed decision-making.
  - Participate in projects with external researchers, think tanks, other Electoral Management Bodies (EMBs) scholars to integrate diverse perspectives and enhance the impact of EO's research initiatives.
  - Provide mentorship and technical guidance to other divisions and teams members to support enhanced data literacy
4. Data Governance and Quality Assurance:
  - Support the implementation of data governance best practices, ensuring data accuracy, consistency, and integrity across research projects.
  - Assist in developing data policies and frameworks that optimize the quality and reliability of EO's data assets.

## What you need to qualify

- Proficiency in data science tools (e.g., Python, R), statistical software, and data visualization tools (e.g., Tableau, Power BI, R-Shiny). Strong experience working with large datasets and advanced statistical models.
- Proven experience in simulations, data analytics, data mining, geospatial analysis, relational databases, decision support, and business intelligence tools.



- Experience working with AI/ML tools, including natural language processing (NLP) techniques.
- Excellent analytical and problem-solving abilities, with the capacity to transform complex data into clear insights that support strategic decision-making.
- Strong written and verbal communication skills, with the ability to convey technical insights to non-technical audiences in a clear and compelling manner.
- Ability to work effectively across teams and with external partners to integrate data-driven insights into organizational initiatives.
- Bachelor's degree in data science, statistics, political science, or a related field.
- Minimum of three years of experience in data analysis, statistical modeling, and data science, with a proven track record of extracting actionable insights from complex data sets.
- Legally entitled to work in Canada.

## Preferred Qualifications

- Experience conducting exploratory research in a policy-driven or public sector environment.
- Familiarity with the Ontario Elections Act and Election Finances Act.
- Ability to converse in English and French.
- Familiarity with Design Thinking methods and techniques.

**Elections Ontario offers alternative work arrangements (Telework or Compressed Work Week). This position requires in-office presence 4 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 a single attachment, quoting File #EO-2024-112 in the subject line, to [hr@elections.on.ca](mailto:hr@elections.on.ca) no later than **September 12, 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).