

Director, Elector Data & Analytics

Position Status:	Permanent
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, Ontario M3C 2H4
Salary Band:	\$152,593 - \$192,232 per year
Hours of Work:	36.25 per week
Posting Date:	May 28, 2025
Closing Date:	June 11, 2025

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 Register division of Elections Ontario (EO) is seeking a highly motivated and innovative professional to provide senior leadership and direction to its Electors Database, Stakeholder Relations and Business Intelligence teams as the Director, Elector Data & Analytics.

The Director, Elector Data & Analytics will oversee the management, security, and strategic use of Elector data. This includes the delivery and quality of data products to both internal and external stakeholders. This leadership role will ensure the integrity and efficiency of Elector information systems while fostering key stakeholder relationships. Additionally, the Director will leverage analytics and business intelligence to inform decision-making and enhance electoral processes.

Election event responsibilities include the production of the preliminary list of electors, supporting voter information card processes, supporting and assisting with geospatial activities, and other duties related to voter information and stakeholder engagement.

What to expect in this role

Reporting to the Chief Information Officer, you will:

Elector Data Management & Systems Oversight

- Lead the administration and continuous improvement of elector data systems, ensuring accuracy, security, and compliance with regulations.

- Establish data governance policies and oversee processes for maintaining up-to-date elector records.
- Collaborate with IT and security teams to ensure data integrity and protection.
- Supervise the Manager, Information Management, ensuring smooth operation of database management activities and systems.

Stakeholder & Recipient Engagement

Serve as the primary liaison for stakeholders of Elector data products, including internal departments, governmental agencies, electoral commissions, political organizations, and other stakeholders.

- Oversee data-sharing processes with authorized recipients while ensuring compliance and transparency.
- Manage relationships with key partners to support elector engagement and database integrity.

Analytics & Business Intelligence

- Lead the development of data-driven insights to enhance electoral strategies and policymaking.
- Implement and establish measures of quality of Elector data.
- Oversee predictive analytics and trend analysis to assess elector demographics and behaviors.
- Manage reporting dashboards and provide recommendations based on business intelligence.
- Supervise the Manager, Business Intelligence, ensuring effective use of data analysis tools and techniques.

What you need to qualify

- Bachelor's or Master's degree in Data Science, Political Science, Information Systems, Business Administration, or a related field.
- 7+ years of demonstrated experience in data management, analytics, or a related field.
- Strong knowledge of election processes, data privacy regulations, and system security best practices.
- Proven leadership experience managing teams and complex data-driven projects.

- 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.
- Developed project, budget and financial management skills and experience.
- Highly developed interpersonal, communication, relationship management and partnership building skills to lead project teams and provide advice to Election Ontario's (EO) executive and senior management.
- Demonstrated analytical, problem solving and organizational skills.
- Must be legally entitled to work in Canada.

New hires to the organization are expected to work in office 5 days per week for a minimum of the first 3 months. If there is an internal transfer and 3 months of employment has already been met, the employee is eligible for telework in the new role contingent on performance. Some positions require an on-site presence and will not be eligible for Tele-work.

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, quoting File **#EO-2025-35** in the subject line, to hr@elections.on.ca no later than **June 11, 2025**.

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.