

Product Manager

Position Status: Permanent
Posting Status: Open
Location: 26 Prince Andrew Place, North York, Ontario M3C 2H4
(Don Mills and Eglinton)
Starting Salary: \$82,217 - \$121,555 per year
Hours of Work: 36.25 per week
Posting Date: March 11, 2025
Closing Date: March 17, 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 IT & Digital Solutions division of Elections Ontario is seeking a Product Manager to identify market and user needs and deliver software solutions that create user value, while collaborating with internal functional stakeholders to ensure stakeholder goals are met.

Your Role

Reporting to the Manager, Digital Products, you will:

- Conduct product management activities for new products and enhancements to existing products.
- Manage products throughout the product lifecycle, collaborating across multi-functional internal and external teams.
- Define and prepare product roadmaps, product strategies and release plans, with a focus on innovation and exploration of minimum viable product concepts to advance product vision aligned with organizational objectives.
- Work directly with stakeholders to prioritize, plan, and deliver high-quality software releases, and present at Steering Committee and Executive levels.
- Understand the needs of your clients by gathering and analyzing information to break it down into an actionable backlog of user stories and requirements.

Elections Ontario

- Develop and collaborate with designers to build wireframes for new product features, and specify, design, and implement changes and enhancements to existing software.
- Manage cross-functional teams, including vendors, to successfully launch new features and products.
- Use wireframes, storyboards, prototypes, and other methods to communicate your product and design concepts with the team.

What You Bring

- **Relationship Management Skills:** You build strong partnerships, internally and externally, that bolster collaboration, transparency and operational excellence while building trust through timeliness and quality results.
- **Digital Transformation Expertise:** You leverage emerging technologies to enhance existing and future products. You define, launch, innovate and product manage complex digital products and services.
- **Communication Expert:** Acting as the bridge between the business and development partners/vendors, you proactively communicate with all parties to ensure seamless execution of deliverables.
- **Strategic Thinking:** You understand how fundamental the product suite is to the success of the organization and use that perspective to balance multiple priorities and deal with ambiguity. Your advanced project management experience organizes and drives the success of the team.
- Excellent analytical skills with the ability to anticipate and overcome challenges, mitigate risks, and drive product success.
- Bachelor's degree in Business, e-Commerce, Digital or Information Management (MBA is preferred), Product Management Certification and be a Certified Scrum Product Owner.
- 5-7 years of Product Management experience including development/ownership of product portfolios, roadmaps, building, and launching capabilities on web and mobile platforms.
- **Desirable:** Knowledge of Elections Ontario's Digital Products and Services portfolio.

Elections Ontario offers alternative work arrangements (Telework or Compressed Work Week). However, 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-2025-09** in the subject line, to hr@elections.on.ca no later than **Monday, March 17, 2025**.

We thank all applicants for their submission. Only those candidates selected for an interview will be contacted. Must be legally entitled to work in Canada.

Please note: Applications without a cover letter will not be accepted.

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.