Elections Ontario

Senior Business Quality Analyst

Position Status: Permanent

Posting Status: Open

Location: (On-site) 26 Prince Andrew Place, North York, Ontario M3C 2H4 (Don Mills and Eglinton)

Starting Salary: $73,531- $102,803 per year

Hours of Work: 36.25 per week

Posting Date: March 10, 2026

Closing Date: March 17, 2026

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.

At the heart of our work is a commitment to democracy—making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

The Information Technology and Digital Solutions division of Elections Ontario is seeking a Senior Business Quality Analyst to join our team. You will work closely with both internal and external stakeholders as part of Software Development Lifecycle (SDLC) and provide quality assurance subject matter expertise to the project teams.

Your Role

Reporting to the Manager, DevOps, you will:

- Design and implement testing procedures to ensure that Election Ontario's software products meet the highest quality standards.

- Responsible for the test, execution, documentation and maintenance of comprehensive test cases for new/existing software applications/releases to ensure software deliverables meet business and functional requirements.

- Anticipate potential software problems by creating exhaustive test scenarios that ensure comprehensive testing.

- Collaborate with technical and nontechnical teams internally and externally to identify, resolve and test issues discovered during the SIT/UAT test process.

- Demonstrate proficiency in analyzing business/functional requirements and software technical specifications.

- Support User Acceptance Testing and review test results to ensure specifications/requirements have been met. Log and manage defects found during testing.

- Report status of testing deliverables during the project's System Development Life Cycle (SDLC).

- Oversee the progress of the Testing team as applicable and guide the junior BQAs.

- Stay up-to-date with emerging trends and technologies in software testing and quality assurance.

What You Bring

- 4 + years of hands-on experience as a quality assurance engineer/ tester using manual testing across mobile applications, digital products and emerging technologies.

- Communication Skills: Ability to adjust communication style to suite both technical and nontechnical audiences using advanced verbal and written communications.

- Relationship Management Skills: Ability to build rapport with client stakeholders, team members and vendors to effectively lead and execute quality assurance testing.

- Technical Skills: Strong knowledge of software testing methodologies, tools, and processes working in both waterfall and agile/scrum environment. Experience creating, executing, and maintaining test scenarios and test cases logging and tracking bugs (Experience with TestRail and JIRA is a plus).

- Knowledge of the theory and principles of systems design and development, and related methods, techniques, practices, and standards.

- Knowledge of test automation tools is a plus

- Must be legally entitled to work in Canada.

This position requires in-office presence **5 days** per week. There is no hybrid opportunity.

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-2026-39** in the subject line, to jobs@elections.on.ca no later than March 17, 2026.

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.

<u>Please note:</u> 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.