

Manager, Corporate Affairs

Position Status:	Permanent
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, ON M3C 2H4 (Don Mills and Eglinton)
Starting Salary:	\$96,813 per year
Hours of Work:	36.25 per week
Posting Date:	May 8, 2024
Closing Date:	May 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 Strategic Planning & Portfolio Management division of Elections Ontario is seeking a high-energy, innovative leader to guide and motivate a diverse team of professionals in corporate planning, strategic analysis, policy development, stakeholder relations and protocol services. This position works directly with and provides advice to the Executive Team, informing direction, decisions, and resolutions on a broad range of programs, projects and complex issues.

If you are a highly effective leader, adept at fostering productive relationships and realizing challenging objectives, in a dynamic work environment, we encourage you to consider this opportunity to work at Elections Ontario.

Our organization offers career growth opportunities and a competitive rewards program.

What to expect in this role

Reporting to the Director, Strategic Planning and Portfolio Management (DSPPM), you will:

- Collaborate with Executive, providing strategic advice, consultation and analytical services on a broad range of complex issues associated with the ongoing implementation of Elections Ontario's initiatives.

Elections Ontario

- Provide expertise and leadership in the development and implementation of the corporate planning and strategic analysis process, including multi-year planning, to achieve Elections Ontario's vision, priorities, and strategic plan objectives.
- Organize and moderate an annual strategic plan review process, incorporating the design and implementation of appropriate instruments to measure client satisfaction.
- Monitor and evaluate Ontario legislative changes, identifying potential organizational impacts and solutions. Support the development of legislative recommendations which can include working with external committees and stakeholders.
- Direct and coordinate research, analysis and the preparation of briefing notes, correspondence, business cases, issues papers and recommendations, reports, surveys, and other documents on a variety of procedural subjects.
- Ensure all key reports, including the Annual Report, Post-Event Report and various reports to the Legislative Assembly are of the highest quality, reflecting the Chief Electoral Officer's vision, priorities, and recommendations.
- Anticipate and determine required policy framework and develop and revise a suite of policies to ensure sound governance based on a broad range of legislation.
- Develop and administer records management and privacy protocols and best practices to ensure Elections Ontario complies with legislated requirements.
- Develop and maintain relationships with Elections Ontario's stakeholder groups on behalf of the Chief Electoral Officer, including political parties, candidates and MPP's. Effectively lead the Political Support Network.
- Manage key protocol events for the Executive Office and lead special projects.
- Develop divisional operating plans and budgets and develop and submit quarterly reporting forecasts and implementation plans.
- Manage staff, establish goals, priorities and assign work.

What you need to qualify

- University degree with specialization in a relevant field of study.
- Demonstrated supervisory/leadership skills normally associated with a minimum of two years of management experience.
- Demonstrated knowledge of strategic planning and management principles, theories, policies, and practices to provide expertise and recommendations on the management of Election Ontario's corporate planning and strategic analysis process.



- Experience in research and policy analysis and development theory, principles and methodologies to provide leadership in the provision of research and policy development.
- Experience in providing advice to senior management and executive on a range of complex issues.
- Knowledge of government committees, structures, and protocols.
- Knowledge of records and privacy management best practices and protocols.
- Expertise in relationship management and political acuity.
- Exceptional oral/written communications, consultation, negotiation, and interpersonal skills.
- Strong research and analytical skills to assist in the preparation of briefing notes, reports, frameworks, and recommendations.
- Ability to understand and apply knowledge of the *Election Act*, the *Election Finances Act*, the *Employment Standards Act* and other pertinent Acts; and
- 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-2024-66 in the subject line, to hr@elections.on.ca no later than **May 13, 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.