

Manager, Voting Processes, and Infrastructure

Position Status:	Permanent
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, Ontario 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 22, 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 Electoral Operations Division is seeking a motivated and results oriented leader to manage the development, implementation, and delivery of Elections Ontario's (EO's) electoral event infrastructure strategies, programs and projects that support the planning, preparation and delivery initiatives surrounding the execution of electoral and referenda events in Ontario.

What to expect in this role

Reporting to the Director, Electoral Operations, you will:

- Manage the planning, implementation, and delivery of all voting channels (early and polling day voting) including technology integration.
- Establish and manage processes and procedures for ballots, candidate nominations and all voting channels.
- Provide support to the Returning Officers and their field staff for tools and processes developed by this unit.
- Develop and review all procurement related documents including contracts, Statement of Work (SOWs), Request for Proposals (RFPs) (including writing, evaluation, and award of contract), and service agreements for operational and legal issues, in conjunction with Legal Services and makes recommendations for the Chief Electoral Officer (CEO). Under the direction of the Director, Electoral

Operations manages contracts within budget, including directing and managing on-site consultants and staff.

- Manage partnerships with other Electoral Management Bodies including Elections Canada, provincial agencies, and municipal agencies.
- Manage the development and implementation of technology-based voting solutions for voting service delivery.
- Cultivate and oversee vendor relationships for EO, maintaining a critical network of contacts. Focus on fostering positive relationships to facilitate the development and maintenance of electoral event infrastructure programs, initiatives, and services.
- Manage special projects of varying size and complexity.
- Manage the work of the unit staff and prepare and contribute to the management of the unit budget.

What you need to qualify

- 5-7 years management experience with highly developed leadership skills to manage staff and provide operational and functional guidance and prioritize work.
- Demonstrated expert knowledge in interpreting electoral legislation and regulations. Possess a deep understanding of electoral practices not only in Ontario and Canada but also internationally, particularly relating to vote recording and tabulation.
- Vendor Management: Proven track record of building and maintaining strong relationships with vendors and suppliers. Experience negotiating contracts, pricing, and terms to achieve optimal results for the organization.
- Demonstrated knowledge of the public tendering process to participate in the preparation and evaluation of RFPs and negotiations of contracts.
- Demonstrated expertise and experience in the design and implementation of electoral event delivery systems, policies, and procedures.
- You are a skilled communicator with experience translating ideas into business cases, operational plans, reports, and presentations with well-developed written communications and editing skills with high attention to detail to draft, write and edit a range of processes and training materials, documentation, contracts, SOW, and service agreements.
- Well-developed project management skills, techniques, and practices to manage project teams, and special projects.
- Budgeting skills to plan/manage special projects of varying size, as well as project and unit budgets.
- Demonstrated analytical, problem solving, research and organizational skills.



- Highly developed consultation and relationship management skills.
- 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-2024-64 in the subject line, to hr@elections.on.ca no later than **May 22, 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.