



**Elections
Ontario**

Command Centre Advisor

Temporary Assignment to July 29, 2022

Open

Who we are

The Office of the Chief Electoral Officer is a non-partisan agency of the Legislative Assembly of Ontario, responsible for the administration of provincial elections, by-elections and referenda. 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. Together we lead change by building modern services that put the needs of electors first.

We believe in Responsiveness and Innovation, Accountability and Integrity, Respect and Efficiency

Join our team

If you are committed to making a difference by leading and providing data analysis and supporting timely evidence-based decision making, then consider this exciting and challenging opportunity to work with Elections Ontario's Strategic Services team. We are seeking a highly analytical and organized individual, with sound judgement and excellent communication skills to lead, support and contribute to the development of the Command Centre during Ontario General Election in 2022.

What you can expect in this role

Reporting to the Manager, Electoral Event Planning, you will:

- Support the establishment of an election Command Centre that monitors the delivery of the 2022 General Election, track issues and determine impacts and risks across the organization;
- Contribute to the development and preparation of Command Centre processes, procedures and supporting materials such as the Command Centre Handbook, and liaise with applicable EO business lines to collect/gather information on performance metrics, benchmarks and KPIs;
- Coordinate data collection and analysis activities and report processes, production of reports, monitor trends and issues using business intelligence tools (dashboards) to support the identification and implementation of business solutions;

Posting Extension

- Conduct analysis of trends/issues and provide strategic insights and analysis using available data, summarize and present key findings;
- Discuss issues, risks and impacts to projects and work with the business lines to determine best mitigation strategies;
- Provide technical and analytical expertise in creating meaningful information from business intelligence tools, field reports and qualitative insight from across the organization;
- Create daily checklists for during the event activities, develop communication structure and plan, plan logistics and tech to support the command centre;
- Complete status report for command centre Event Readiness Requirement Template (ERRT), create and document issue management criteria and processes;
- Interpret, summarize and synthesize results for presentation to the Senior Leadership Team, internal and external stakeholders; and
- Provide guidance, support and training to Junior Analysts.

Qualifications

- Demonstrated experience managing issues, risks and assessing impacts to projects with business unit owners and presenting to senior management and/or the extended management team, to determine best mitigation strategies;
- Advanced knowledge of MS Excel, MS Access, SharePoint;
- Proven experience delivering/reporting optimal, relevant and accurate information to the business using a variety of reporting tools;
- Advanced analytical and problem-solving capability with excellent attention to detail and strong intellectual curiosity to identify new approaches to deliver relevant business intelligence reporting solutions;
- Ability to conduct analysis of trends/issues against established performance metrics, KPIs and benchmarks, and provide strategic insights and analysis using available data, summarizing and presenting key findings to EO management and to support evidence-based decision making;
- Demonstrated ability to effectively work collaboratively and as part of an interdisciplinary team;
- Proven ability to embrace and lead change, be highly adaptable and flexible, decisive and display excellent judgment;
- Excellent interpersonal and communication (written and oral) skills with experience interpreting, synthesizing research and technical information;
- Demonstrated ability to work independently, take initiative, and manage multiple priorities;
- Knowledge and experience of Business Intelligence applications (Tableau, Domo) considered an asset;
- Understanding of Elections Ontario programs, policies and legislative framework, as well as business initiatives, strategies, relevant legislation and programs; and
- Must be legally entitled to work in Canada.

Compensation

Starting salary: \$78,673 per annum

How to apply

Please submit your resume and cover letter as one attachment quoting File # EO-2021-07 to hr@elections.on.ca no later than **Monday, February 1, 2021**.

We are an Equal Opportunity Employer. If you require a disability-related accommodation to participate in the recruitment process, please contact us at 1-888-668-8683, Fax at 1-866-714-2809, TTY at 1-888-292-2312 or hr@elections.on.ca. We will accommodate your needs under the Ontario Human Rights Code.

While we appreciate all applications, only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.

Posting Date: January 15, 2021

Closing Date: February 1, 2021