

Project Manager, Command Centre

Position Status: Temporary Assignment to July 29, 2022
Posting Status: Open
Location: 51 Rolark Drive, Toronto, Ontario M1R 3B1 (Birchmount and Ellesmere)
Salary Band: \$78,673 - \$108,164 per year
Hours of Work: 36.25 per week
Posting Date: April 9, 2021
Closing Date: April 23, 2021

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 Command Centre is the central hub for the monitoring and managing of activities during the election. The Command Centre team is looking for someone with a project or program management background who will lead the planning and execution of the Command Centre for the Ontario General Election in 2022. If you are an analytical and organized individual with excellent risk and issue management skills, then consider this exciting opportunity to be at the centre of the election while supporting communications, reporting, and evidence-based decision making.

What to 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.

- Create daily checklists for activities during the event, develop communication structure and plan, plan logistics and tech to support the Command Centre.
- During the election, monitor and report on the status of election activities both in the field and at EO HQ.
- Manage issues and risks while identifying impacts to workstreams and work with the business lines to identify resolutions or mitigation options to support executive decision making.
- Interpret, summarize, and synthesize results for presentation to the Senior Leadership Team, internal and external stakeholders.
- Provide guidance, support, and training to Junior Command Centre Analysts.

What you need to qualify

- Demonstrated project management experience managing issues and risks while assessing impacts to activities with business units and presenting mitigation strategies and resolution options to senior management team.
- Experience tracking and reporting to a project plan and ability to identify risk areas and forecast potential slippage.
- Proven experience delivering/reporting relevant and accurate information to all levels of stakeholders using a variety of reporting tools.
- Analytical and problem-solving capability with excellent attention to detail and strong intellectual curiosity to identify new approaches to facilitate relevant solutions.
- Ability to conduct analysis of trends/issues against established performance metrics, KPIs and benchmarks, and provide strategic insights and analysis using available data.
- Ability to summarize and prepare reports and to present key findings to EO management to support evidence-based decision making.
- Experience facilitating meetings effectively, such as scrums and/or executive briefings.
- Demonstrated ability to effectively work collaboratively and as part of an inter-disciplinary team with excellent interpersonal and communication (written and oral) skills.
- Ability to work independently, take initiative, and manage multiple priorities.
- Knowledge and experience of Business Intelligence applications (Tableau, Domo) considered an asset.
- Advanced knowledge of MS PowerPoint, MS Excel, MS Project, and SharePoint.



- Understanding of Elections Ontario programs, policies, and legislative framework, as well as relevant legislation and programs considered an asset.
- Must be legally entitled to work in Canada.

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, quoting File #EO-2021-41 in the subject line, to hr@elections.on.ca no later than **April 23, 2021**.

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.