

Technical Project Manager (2)

Position Status:	1 Permanent; and 1 Temporary Assignment to March 29, 2024
Posting Status:	Open
Location:	26 Prince Andrew Place, North York (Don Mills and Eglinton)
Salary Band:	\$78,673 to \$112,555 per year
Hours of Work:	36.25 per week
Posting Date:	September 15, 2023
Closing Date:	September 29, 2023

Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan agency 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 Information Technology & Digital Solutions division of Elections Ontario is seeking Project Managers with strong planning, project management, and relationship management experience. You will provide specialized planning and IT project expertise in the management of software, systems, and hardware development and deployment using both traditional waterfall and agile methods.

What to expect in this role

Reporting to the Manager, Project Delivery, you will:

- Prepare, review, and manage comprehensive project plans that incorporate milestones and project inter-dependencies for all activities.
- Plan activities and realistic project plans, including burn-down charts, coordinate resources, evaluate and document technical requirements, and manage plans to ensure time and budget targets are achieved as committed.
- Participate in the Request for Proposal (RFP) procurement process and manage the development of technical requirements specifications.
- Lead technical project team meetings and assign work to project team members as required.

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- Work with product managers/owners to manage requirements gathering and documentation.
- Monitor progress toward achieving milestones and report on status of projects and variances to the Manager, Project Delivery, and the Project Sponsor and other stakeholders on a weekly basis.
- Maintain a change control framework when adjusting and implementing process changes.
- Manage, track, review, and approve application development vendors and all vendors'/suppliers' deliverables to the project.
- Oversee vendor and supplier performance against contracted technical requirements.
- Work with Cloud Service Providers to ensure that infrastructure is in place and meets all technical and security requirements for projects.
- Develop and manage an IT integrated project schedule using Microsoft Project Online/Project Professional and other tools.
- Follow Elections Ontario's standard project management methodology and incorporate standard tools and templates.

What you need to qualify

- Demonstrated experience in IT project management and software development and life cycle.
- Experience with managing .Net development projects including web-based and enterprise-wide systems.
- A proven track record of successfully implementing software and web development projects using Agile project management methods.
- Demonstrated expertise and experience applying strategic planning and project management principles, theories, policies, and practices.
- Strong organizational, planning, and coordination skills.
- Excellent oral and written communication skills.
- Strong people management and leadership experience, overseeing multifunctional project teams including developers, business analysts, and QA personnel.
- Demonstrated experience managing large, complex, enterprise-wide applications supported by multiple 3rd-party vendors and with integration points to other applications and environments.
- Demonstrated experience maintaining, reviewing, managing, and reporting technical action items, issues, risks, change controls, and decisions related to the project in a log format.



- Procurement and vendor management experience.
- Demonstrated experience liaising between the Client's business and application development vendors, hosting all other 3rd-party vendors/suppliers related to the project.
- Must be proficient in using Project Management tools like MS Project Professional, Project Online, Jira, Excel, etc.
- Must be legally entitled to work in Canada.

The successful candidate (s) will be required to work in-office; however, alternative work arrangements (Telework and Compressed Work Week) are available 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-2023-51 in the subject line, to hr@elections.on.ca no later than **September 29, 2023**.

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.