

Project Manager

Position Status:	Permanent
Posting Status:	Open
Location:	26 Prince Andrew Place
Salary Band Minimum:	\$78,673 per year
Hours of Work:	36.25 per week
Posting Date:	May 24, 2024
Closing Date:	May 31, 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 (SPPM) division of Elections Ontario is looking for a project professional to join its team in its quest to enable Elections Ontario's next phase of business and system transformation.

As a Project Manager with strong planning and relationship management experience, you will provide specialized planning and project expertise in the management of a range of development, deployment, integration, implementation, and other election-supporting initiatives using both predictive and adaptive methodologies.

What to expect in this role

Reporting to the Manager, Enterprise Planning & Portfolio Management, 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, coordinate resources, evaluate and document requirements and manage efforts to ensure targets are achieved as committed and that projects are on time and on budget.
- Participate in the Request for Proposal (RFP) procurement process and manage the development of specifications requirements.
- Lead project team meetings and assign work to project team members as required.

Elections Ontario

- Work with subject matter experts and business owners to manage requirements gathering and documentation.
- Monitor progress toward achieving milestones and report on status of projects and variances to the Manager, Project Sponsor, and other stakeholders on a regular basis.
- Maintain a change control framework when adjusting and implementing process changes.
- Manage, track, review, and approve vendors, as appropriate, and manage all vendor deliverables.
- Oversee vendor/supplier performance against contracted requirements.
- Work with service providers, as necessary, to ensure that foundations/ infrastructure are in place and meets all technical and security requirements for projects.
- Develop and manage integrated project schedules using Microsoft Project Online/Project Professional, spreadsheets, and other tools as needed.
- Follow Elections Ontario standard project management methodology and incorporate standard tools and templates.

What you need to qualify

- Demonstrated experience of at least 5 years in project management.
- Experience with managing development projects including web-based and enterprise-wide systems is a plus.
- A proven track record of successfully implementing projects using adaptive project management methodologies.
- 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 and multi-level project teams.
- Demonstrated experience managing large, complex, enterprise-wide projects supported by multiple 3rd party vendors and typically with integration points to other projects, applications, and environments.
- Demonstrated experience maintaining, reviewing, managing, and reporting 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 client business and 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, Excel, and JIRA. Visio experience is a plus.
- 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-2024-74 in the subject line, to [Project Manager](#) no later than **May 31, 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.