

Director, Design & Strategic Innovation

Position Status:	Permanent
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, Ontario M3C 2H4
Salary Band:	\$130,930 - \$180,360 per year
Hours of Work:	36.25 per week
Posting Date:	May 10, 2024
Closing Date:	May 20, 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 **Deputy Chief Electoral Officer** is seeking a highly engaged leader to direct its Process and Service Design, and Research and Insights teams as the Director of Design and Strategic Innovation.

What to expect in this role

- Leverage your process analysis skills, business knowledge and relationships to identify and prioritize opportunities for transformation and digitization.
- Oversee the innovation function for the organization as Chair of the Innovation Committee and provide guidance and direction to the DCEO and Executive.
- Partner with internal and external stakeholders to accelerate the early stages of solution development using data-driven, process improvement and change management techniques.
- Monitor trends, signals and industry best practices to identify key areas for service and process optimization.
- Help business units with planning and problem solving by providing elector research, process analysis and data analytics support.
- Translate data-driven insights into actionable process improvement and transformation projects.

What you need to qualify

- A passion for solving problems and improving business process performance through cross-functional team engagement.
- The creativity to think outside-the-box, applying industry best practices in a way that aligns with Elections Ontario's unique operating context.
- Demonstrated expertise in process analysis, data collection and solution synthesis.
- Track record incubating and delivering results-driven programs.
- Knowledge of Ontario and Canadian legislation governing elections practices.
- Proven experience with experiment-based techniques used to gather data and analyse elector behaviour and operational performance.
- Highly developed interpersonal, communication and relationship management skills.
- Developed project, budget and financial management skills and experience.
- Adept in handling ambiguous or undefined programs and the ability for abstract thinking.
- 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, quoting **File #EO-2024-67** in the subject line, to hr@elections.on.ca no later than **May 20, 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.