

IDENTIFICATION

Department	Position Title	
LEGISLATIVE ASSEMBLY	DEPUTY CHIEF ELECTORAL OFFICER	
Position Number(s)	Community	Division/Region(s)
12-8015	YELLOWKNIFE	HEADQUARTERS

PURPOSE OF THE POSITION

Reporting to the Chief Electoral Officer (CEO), the Deputy Chief Electoral Officer (DCEO) manages territorial election and plebiscite operations. This includes leading territory-wide voter registration, ensuring proper training for over 300 election workers in advance of a general election, managing logistical deployment for a major event, and overseeing the application of complex campaign finance rules. It is the responsibility of the DCEO to ensure that direction from the CEO is carried forward and implemented. The DCEO plays a pivotal role in ensuring that elections and plebiscites are conducted in a fair and equitable manner, in compliance with the Elections and Plebiscites Act and in accordance with the policies and procedures established by the Chief Electoral Officer.

The DCEO is the most senior public servant within ElectionsNWT, and holds wide discretionary powers under the Elections and Plebiscites Act. The DCEO works closely as a management partner with the CEO to establish strategic direction for ElectionsNWT, and to develop an effective operational framework for election administration. The DCEO provides leadership and overall direction for the operations of ElectionsNWT. The DCEO must be prepared to assume the full statutory authority of the CEO where for any reason the CEO is unable to act. The Deputy's statutory powers are considerable, and are not restricted to times of absence of the CEO; decisions made by the DCEO and the CEO can only be overturned by judicial review.

SCOPE

The Office of the Chief Electoral Officer is an independent, statutory office which is responsible for administering territorial elections, by-elections, and plebiscites. Adhering to the Elections and Plebiscites Act, the Office ensures the effective and impartial administration of the territorial electoral process. The Office has considerable statutory authority to carry out its responsibilities, including the ability to appoint election officials, to propose legislative and regulatory amendments, issue injunctions, audit campaign finance

activities, and launch investigations and prosecutions.

The environment within which the mandate is carried out is complicated by the competition for political power, the consequences of decisions, the independence of the office, deadlines imposed by law, and the decentralized nature of election activities. All decisions taken have the potential to effect electoral outcomes and the integrity of the electoral process.

The Deputy Chief Electoral Officer manages and supervises a series of activities leading to a, single event that affects every resident in the Northwest Territories. He or she is required to order and integrate a prescribed set of functions so that the electoral process runs smoothly and efficiently. Failure to plan and supervise may result in significant errors or oversights that could violate the Elections and Plebiscites Act and ultimately alter an election outcome. Errors could result in costly litigation and/or the erosion of public confidence in the electoral system.

Election administration is a highly decentralized, community-based operation; in effect, Returning Officers in each electoral district conduct separate elections within a general election. Each Returning Officer, regardless of tenure, requires training and support, because all election officials must be current with applicable law, procedures, and technology. The DCEO is responsible for ensuring that this training is delivered.

The DCEO is responsible for providing technical expertise with respect to election activities. This expertise is applied in mobilizing voter registration, coordinating the activities of field staff, training, developing procedures, assessing technological approaches, and providing advice. The business of elections has increasingly employed technological solutions to register voters, organize officials, and report election results. The DCEO is responsible for knowing the technicalities of election administration and knowing how to apply that knowledge to manage efficient operations.

Decisions taken by the DCEO may have financial and/or legal repercussions. The non-partisan application of electoral legislation as well as the independence of the Office enables considerable flexibility for the decisions and advice rendered by the DCEO. This flexibility must be tempered with responsibility, restraint, and leadership.

The Deputy Chief Electoral Officer ensures that the Chief Electoral Officer is kept informed of issues, concerns and activities associated with territorial election management and coordination. This position carries all of the responsibilities of the Chief Electoral Officer in his/her absence.

RESPONSIBILITIES

- 1. Provides leadership and manages the operations of the Office of the Chief Electoral Officer**
 - Manages the office and staff of the Chief Electoral Officer;

- Conducts needs assessments, develops new programs, and recommends the acquisition of major capital equipment for ElectionsNWT, in order to ensure currency in programming and technology;
- Provides policy advice to and develops strategic initiatives for the Chief Electoral Officer on issues concerning the administration of elections and management of the Office of the Chief Electoral Officer;
- Designs, implements and disseminates information and education programs pertaining to elections and plebiscites for candidates, electors, and other publics;
- Researches and prepares reports, correspondence, memorandum and business documents for the CEO;
- Advises the CEO on potential recommendations to amend the Elections and Plebiscites Act, based on experience with implementation of the Act,
- Assists in the development and drafting of recommended amendments to the NWT Elections and Plebiscites Act.

2. Oversees the administration and conduct of electoral and plebiscite events.

- Administers the implementation of the Elections and Plebiscites Act to conduct electoral activities in compliance with legislation;
- Researches, develops and writes election procedures manual;
- Defines the required technology and equipment for Returning Officers and satellite offices, and deployment of same;
- Plans, creates, and delivers training and evaluation sessions for field personnel;
- Supervises field personnel and oversees logistics;
- Develops procedures for dissemination of election and plebiscite materials, forms, information, hardware, software, stationary;
- Directs audits of candidate returns to ensure compliance with all statutory requirements;
- Collaborates with the CEO in the review and investigation of alleged offences;
- Solves problems on a daily basis using laws, policies and technical expertise;
- Assists with any duties necessary to ensure the efficient administration of an election.

3. Supervises elections staff

- Directly supervises a training officer, finance officer, office administrator and some casual staff during the pre-election, election, and post-election period;
- Assigns operational responsibility for initiatives, establishes timelines for implementation, tracks and evaluates progress;
- Manages the collection, accuracy, and compilation of data that comprises the Register of Territorial Electors;
- Supervises the audit and analysis of campaign finance returns;
- Ensures that all election officials, particularly Returning Officers, carry out their responsibilities in a manner that meets statutory obligations;
- Develops, in conjunction with the CEO, all materials used to train and assist election or plebiscite officials in the exercise of their duties and responsibilities;

- Creates and delivers training programs that ensure all elections staff function at an acceptable level, and provides guidance to Returning Officers prior to, during and after an electoral event;
- Authorized to make human resource decisions regarding elections staff during an election.

4. Manages the technological aspects of the Office of the Chief Electoral Officer

- Directs the planning, development, operation and maintenance of a voter register information system; as well as supporting processes and activities that ensure appropriate performance standards and measurements are in place;
- Directs voter registration programs and services to ensure compliance with legislation, accuracy, and accessibility;
- Plans and leads the delivery of voter registration initiatives;
- Ensures that voter registration services and data are in compliance with statutory requirements;
- Identifies potential sources of data and information to enhance the quality or improve maintenance of voter registration data and assists in developing partnership agreements;
- Monitors voter registration policies and programs worldwide and advises the CEO on new directions and approaches;
- Develops strategies for the specification and procurement of required technology for each electoral event;
- Participates in electoral initiatives towards the development and sharing of high quality programs, systems and approaches in cross-jurisdictional technology;
- Provides technical advice and makes recommendations to CEO on emerging trends and electoral modernization throughout Canada.

KNOWLEDGE, SKILLS AND ABILITIES

1. Project management experience.
 - Proven leadership and management skills.
 - Proven ability to meet deadlines.
 - Proven ability to keep project on track and within budget.
2. Background in the development/delivery of education programs.
3. Ability to work with existing and new technology.
4. Knowledge of financial systems.
5. Proven adaptability to changing environments, circumstances and evolving priorities.
 - Excellent organizational skills.

- Ability to prioritize competing demands.
 - Flexibility and openness to new ideas.
6. Excellent listening and oral communication skills in order to identify and respond to the needs of diverse group of people.
 7. Experience in writing and editing documents for people at all educational levels.
 8. Ability to analyze issues, identify options, draw logical conclusions, make sound decisions and recommend appropriate courses of action based on legislation, policy, procedures and experience.
 9. Highly developed interpersonal skills.
 10. Ability to work both collaboratively and independently.

Typically, the above qualifications would be attained by:

A graduate or professional degree in Business Administration, Public Administration, Law, Engineering, or Computer Science and at least 5 years working experience in project management, operations, logistics, or related field.

WORKING CONDITIONS

Physical Demands

The position works in a typical office setting with no unusual physical demands.

Environmental Conditions

The position works in a typical office setting with no unusual environmental demands.

Sensory Demands

Position will involve situations dealing with voters, candidates, official agents, elections field staff, and the general public in order to address concerns raised with respect to eligibility, election offences and general election or plebiscite questions which will require tact, diplomacy, knowledge, and confidence in providing immediate or time sensitive responses.

Position will be exposed to some persons with varying levels of responsibility or power who may express their opinion in a variety of ways, including with hostility.

Mental Demands

Position must be able to provide timely and effective direction to election staff, as well as advice to candidates, official agents, voters or general public.

Position must ensure that all election officials and staff are prepared to begin the electoral or plebiscite event process within a limited advance timeframe.

Position must be able to meet multiple deadlines and management priorities.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check