



IDENTIFICATION

Department	Position Title	
Legislative Assembly	Elections Operations Officer	
Position Number	Community	Division/Region
12-8018	Yellowknife	Office of the Chief Electoral Officer (Elections NWT)

PURPOSE OF THE POSITION

The Elections Operations Officer (Officer) prepares all materials that are required to run an election event in the Northwest Territories (NWT). The Officer undertakes research, jurisdictional scans and legislative comparisons to ensure that Elections NWT is following electoral management best practices. The position is also the primary lead on maintaining the Register of Territorial Electors, from which the voters’ list is created. This living register requires constant upkeep from a variety of sources, including vital statistics, health insurance, student financial assistance, and municipal governments.

As a key member of the elections management team, the Elections Operations Officer works in collaboration with senior managers in the Office of the Chief Electoral Office (OCEO) and Elections NWT to achieve the agencies vision and to plan and deliver events in accordance with the *Elections and Plebiscites Act*.

SCOPE

Located in Yellowknife and reporting to the Deputy Chief Electoral Officer, the Elections Operations Officer is integral in managing the development of training materials for election officers, participates on national working groups on election management, during the inter-election period and as an active participant during the delivery of an electoral event.

Elections NWT is mandated to be election ready at all times, and the planning for an electoral event is substantial. Election officers in every community across the territory must act in a uniform manner to ensure that the election is conducted in a fair, impartial, professional manner that is above reproach. This is in large part achieved through the consistent delivery of clear training, quick responses to enquiries, and the development of coherent, easy to understand manuals for Returning Officer, Deputy Returning Officers, Poll Clerks, Candidates and Official Agents.



Underpinning the work in manuals are clear procedural guides that in exacting detail outline the steps to be taken for each aspect of the election, from choosing the location of a Returning Office or polling station, to how to conduct voting under any of the legislated options, to the count of ballots and reporting of results.

The vision of the OCEO is to ensure Elections NWT is a stakeholder focused agency that serves a vibrant culturally diverse electorate over a large geographic expanse. To achieve this vision, the OCEO has a mandate to remove or minimize any barriers in the electoral process and ensure the integrity and secrecy of casting a ballot.

With the lack of political parties, individual candidates and official agents have frequent questions on every aspect of the electoral process, both in the lead up to an electoral event, and especially during an election. The credibility of Elections NWT rests in large part on the clear, timely and impartial advice given in response to these enquiries. The incumbent will have knowledge of candidate intentions well in advance of some of those candidates making their intentions public and must exercise the highest degree of discretion when dealing with them or their potential challengers.

RESPONSIBILITIES

1. Maintain and update the Register of Territorial Electors.

- Manage information sharing agreements with multiple Government of Northwest Territories (GNWT) agencies and departments, municipal corporations and Elections Canada to regularly receive the personal information of residents held by those bodies for the purpose of updating the Register;
- Develop efficient methods to sort, compile, compare and analyze the datasets for any changes or updates to the Register;
- Conduct outreach initiatives to schools for the Register of Future Electors;
- Analyze data contained in the Register to make recommendations to the Chief Electoral Officer on how to improve information contained in the Register;
- Work with municipal governments upon request to develop voter extracts;

2. Develop Election Officer and other election materials.

- Lead the development of election officer manuals, covering all aspects of their role in delivering an election;
- Review, update and draft new election procedures where required due to legislative changes;
- Ensure materials are compliant with CEO directives, policies and procedures;
- Incorporate plain language principles and visual aids to make the manuals accessible to a wide audience;
- Provide research, jurisdictional scans and analysis on new and/or existing initiatives and issues to enhance Elections NWT policy, procedures and programs;



- Prepare and disseminate public outreach initiatives through social media channels to raise awareness of upcoming election events, the work of the OCEO, voter registration initiatives, and others as directed.
- 3. Develop and deliver training sessions for election officers.**
- Plan and lead a multi-day training session for election officers, covering all aspects of election related issues for Returning Officers and Assistant Returning Officers in the lead up to an election, by-election or plebiscite;
 - Plan and lead refresher courses for both in-person and virtual learning once per year for election officers;
 - Maintain a quarterly newsletter for election officers on OCEO activities and upcoming election officer learning opportunities;
- 4. Act as key resource for election officers during an election event.**
- Coordinate and oversee the logistical preparations for an election event, including developing the list of essential supplies, materials, ballot production, and shipping requirements;
 - Be the first point of contact for election officers during an election event, including over the phone, by email or in person;
 - Work directly with vendors on troubleshooting technical issues for ENWT platforms;
- 5. Represent Elections NWT on national working groups.**
- Review legislative changes and keep abreast of election management best practices in other jurisdictions;
 - Participate on various working groups of the Secretariat of Electoral Coordination, including on Indigenous participation and recruitment, electoral best practices, electoral boundaries, and other groups as they are established;
 - Be the Elections NWT representative on the Canadian Election Resource Library for responding to enquiries from other election agencies on various topics.

WORKING CONDITIONS

Physical Demands

The position works in a typical office setting, however during an electoral event there will be longer hours, many of them spent at a desk.

Environmental Conditions

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

Sensory Demands

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



Mental Demands

The incumbent deals with shifting/changing priorities daily and will be required to meet deadlines and coordinate multiple activities leading up to and during electoral events. The incumbent must be able to gracefully handle criticism from candidates, official agents, election officers or the public, while being able to clearly communicate the position of the OCEO on any given issue. Any incorrect or unclear information provided by the incumbent may have negative consequences on the public perception of the election, and call into question the impartiality, integrity, and professionalism of the office, which may undermine faith in the democratic process in the Northwest Territories.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles, practices and methods required for the administration of a complex, highly sensitive public office.
- Knowledge of the *Elections and Plebiscites Act* and a fundamental understanding of the structure and statutory procedures of Elections NWT.
- Possess general knowledge of the electoral system in the Northwest Territories.
- Excellent judgement is required in handling highly sensitive personal information.
- Possess resolute confidential and sensitive issue information management skills.
- Must be self-directed, display initiative, be creative and focused on offering solutions.
- The incumbent is expected to work both as a team member and independently with minimal supervision to meet operational objectives.
- Proven ability to analyze complex issues, think critically and propose appropriate means of action.
- Ability to review, synthesize and assess large amounts of information.
- Ability to work to deadlines and manage workloads including multiple assignments with potentially conflicting deadlines.
- Strong computer literacy skills.
- Ability to communicate effectively in writing for audiences of varying levels of backgrounds and education.
- Ability to exercise judgment, tact and discretion in preparing, disclosing and handling information of a confidential and/or sensitive nature.
- Requires self-direction, initiative, creativity and high attention to detail.
- Independent decision making skills to be able to reprioritize tasks and respond quickly to changes in scheduling and other requirements as needed.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.



Typically, the above qualifications would be attained by:

The completion of a university degree in political science, public administration or project management and a minimum of three (3) years' experience in project administration and/or information management, preferably with election experience.

Equivalent combinations of educational and experience will be considered.

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

French language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Indigenous language: Indigenous Language - Not Specified

- Required
- Preferred