IDENTIFICATION

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

PURPOSE OF THE POSITION

The Senior Electoral Operations Advisor is responsible for the administration, integrity, and continuous improvement of core election readiness programs for Elections NWT, including the Register of Territorial Voters, election officer training programs, operational procedures, and election event logistics. The position serves as the organization's subject matter expert in electoral operations and voter registration management and provides strategic analysis and recommendations regarding electoral administration, election readiness, and operational modernization initiatives.

The position exercises independent judgment in interpreting operational requirements under the *Elections and Plebiscites Act*, developing procedures and training materials, managing voter information systems, and providing authoritative guidance to election officers, candidates, financial agents, and stakeholders across the Northwest Territories. Errors in judgment, advice, or program administration could adversely affect voter rights, legislative compliance, election integrity, and public confidence in the democratic process.

SCOPE

The Senior Electoral Operations Advisor is a key member of the senior election management team and contributes directly to Elections NWT's ability to always remain election ready. The position is responsible for territory-wide operational programs supporting electoral events, including voter registration, election officer training and development, election procedures, operational planning, and election delivery.

The position works under the direction of the Deputy Chief Electoral Officer and regularly provides recommendations affecting organizational priorities, operational policies, election

procedures, and service delivery models. The incumbent develops and maintains systems, procedures, and training programs relied upon by election officers in every electoral district across the Northwest Territories.

The position is required to balance the operational needs of electoral events, legislative requirements, privacy obligations, stakeholder expectations, and emerging election management best practices. Decisions and recommendations made by the incumbent have territory-wide implications and directly affect the ability of Elections NWT to conduct fair, impartial, accessible, and legally compliant elections.

RESPONSIBILITIES

1. **Manage the Register of Territorial Voters.**
   - Act as program lead and subject matter expert for the Register of Territorial Voters, ensuring accuracy, integrity, security and legislative compliance of voter registration information used to create official voters lists for territorial election events.
   - Administers information-sharing agreements with Government of the Northwest Territories departments, municipal governments, Elections Canada, and other authorized organizations for the collection and exchange of voter information.
   - Analyzes voter registration trends, demographic information, data quality indicators, and provides recommendations to the Chief Electoral Officer regarding policy, operational improvements, and register modernization initiatives.
   - Develops and applies advanced data comparison methodologies and algorithms to integrate and reconcile large datasets from multiple authorized sources, identifying additions, updates, and discrepancies in voter information, and support the accurate and timely maintenance of the Register of Territorial Voters.
   - Leads outreach and registration initiatives aimed at increasing voter registration and participation, including the Register of Future Voters.
   - Provides voter data extracts and analytical reports to authorized stakeholders, ensuring compliance with legislative, privacy and security requirements.

2. **Strategic Research, Policy Analysis and Electoral Administration.**
   - Conducts complex research, jurisdictional scans, legislative reviews, and environmental analysis regarding electoral administration issues and emerging best practices.
   - Evaluates proposed legislative and policy changes and assesses operational impacts on election administration.
   - Prepares briefing notes, reports, recommendations, and decision documents for the Deputy Chief Electoral Officer and Chief Electoral Officer.
   - Identifies opportunities to improve accessibility, efficiency, integrity, and service delivery within Elections NWT programs and operations.

- Participates in national working groups and contributes to the development of election administration best practices across Canada.

3. **Lead the development and delivery of Elections NWT's Election officer learning and development program.**
   - Designs, develops, implements, and evaluates comprehensive learning programs for election officers throughout the Northwest Territories.
   - Creates and maintains operational manuals, instructional materials, online learning modules, and reference resources supporting election delivery.
   - Interprets legislation, policy, and operational requirements and translate them into practical procedures and training materials.
   - Evaluates learning outcomes and modifies programs to address identified operational risks and emerging training needs.

4. **Lead operational planning and support for territorial electoral events.**
   - Coordinates operational readiness activities required to ensure Elections NWT can successfully conduct elections, by-elections, and plebiscites at any time.
   - Develop operational plans, logistical requirements, supply inventories, ballot production schedules, and distribution strategies.
   - Provides operational advice and guidance to election officers during electoral events.
   - Interprets election procedures and operational requirements and recommends solutions to complex issues.

5. **Represent Elections NWT with stakeholders and election management bodies.**
   - Serves as the Elections NWT representative on various national working groups, and interjurisdictional collaborative initiatives related to election administration and best practices.
   - Provides information, guidance, and technical expertise to stakeholders, candidates, financial agents, and members of the public.
   - Develops stakeholder communication materials and public education initiatives supporting voter registration and electoral participation.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

Occasional travel is required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles, practices and methods required for the administration of a complex, independent, and highly sensitive public office.
- Knowledge of the *Elections and Plebiscites Act* and a sound understanding of the mandate, structure, functions, and statutory procedures.
- Knowledge of the electoral system and electoral administration processes.
- Ability to exercise sound judgement when handling highly sensitive, confidential and personal information.
- Information management skills, including secure handling, storage, and disclosure of confidential and sensitive records.
- Ability to analyze complex issues, apply critical thinking, and recommend practical and appropriate courses of action.
- Organizational and time management skills, with the ability to prioritize competing demands and manage multiple assignments within tight and changing deadlines.
- Ability to work independently with minimal supervision while also contributing effectively as a collaborative member of a team.
- Ability to self-direct, be creative, and bring a solution-oriented approach to work.
- Attention to detail and commitment to accuracy in the completion of assignments and management of information.
- Computer literacy skills, including proficiency with Microsoft Office applications, particularly Excel, spreadsheets, databases, and data management systems.
- Written and verbal communication skills, with the ability to communicate clearly and effectively with individuals from diverse backgrounds, levels of education, and areas of expertise.
- Ability to exercise tact, discretion, professionalism, and diplomacy when preparing, disclosing and handing information of a confidential and/or sensitive nature.
- Decision-making skills, including the ability to assess priorities, adapt to changing operational requirements, and respond effectively to emerging issues.
- 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:

A university degree in public administration, political science, business administration, information management, project management, or related discipline and three (3) years of experience in program administration, election administration, policy analysis, information management, regulatory administration, or project management.

Equivalent combinations of education 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: Select language

- ☐ Required
- ☒ Preferred