



Modernization Project Lead

Position Profile – Four-year term July 1, 2021 to June 31, 2025

Background

Elections Saskatchewan (ESK) is the province's nonpartisan, independent election management body. Given a mandate from the Saskatchewan Legislative Assembly, it directs and supervises the administrative and financial conduct of provincial electoral events. ESK has a core value of innovating election processes to best provide service and exceed stakeholder expectations.

The position is part of the ESK Electoral Operations Team. ESK Operations manages the planning, preparing for and successfully implementing electoral events. The next provincial election is currently set for October 28, 2024. The term position will cover the period from July 1, 2021 to June 31, 2025.

Elections Saskatchewan's espouses the values of professionalism, impartiality, innovation, service, and accountability in all our work.

Position Summary

Under the direction of the Deputy Chief Electoral Officer (DCEO), Electoral Operations, the Modernization Project Lead works with others in the organization to support the development and implementation of a modernization voting model designed by ESK Operations.

The resource will work closely with ESK management to define individual modernization projects including documenting business requirements and project scope. The resource will provide dual roles as both a project management and a team member resource. It is expected that the resource will be actively involved in the day-to-day process design and development and become a lead member supporting implementation during future electoral events.

The resource will be actively involved in all five phases of the project management lifecycle as defined by the Project Management Institute. This is an exciting position as the selected candidate will work on projects designed to reduce barriers and create new opportunities for voters to cast their ballot in the next general election and potentially beyond.

The resource will work on multiple modernization related projects. Tasks may include:

- preparing project governance documents such as project charters
- documenting clear and concise business requirements
- developing, updating, and reporting progress on project management plans
- work with the DCEO with all aspects of vendor selection and oversight
- attending steering committee meetings and preparing regular project status updates
- identifying, documenting, assessing, and mitigating project risk
- working individually or with the team to develop and test project specific processes
- Leading all quality controls and simulation activities



The successful candidate will be responsible to obtain an in depth understanding of all aspects of the modernization projects.

Project definition and project management planning will start in 2021. The resource will be hands on in 2022 and 2023 helping to design, build, and test. The implementation phase of the project is expected to start in late 2023. The Modernization Project Lead will take the lead to oversee all modernization readiness preparations. Logistical work will include all aspects of equipment, staff, and material requirements. Deliverables will also include the opening, set-up and closure of technology depots and related support processes used throughout the province.

In addition to the above primary responsibilities denoted above, the Modernization Project Lead will be responsible to either lead or support ESK Operations Team event readiness or implementation projects as assigned.

The nature of work requires the candidate to have attention to detail and ensure delivery of desired outcomes within strict deadlines. The dates for an election are set by legislation and can not be moved.

This is a four-year term position that will end five months after the 2024 General Election. ESK will begin planning for the 31st General Election, currently scheduled for 2028, before the end of the term. Part of that analysis will include a decision on whether to extend the term of this appointment. Candidates should be aware that ESK currently plans to significantly expand the use of modernization for the 2028 General Election.

Key Responsibilities

Due to the cyclical nature of election processes, adaptability, attention to detail, and meeting defined deadlines in performing the work is required.

Working with Others

As a member of the Operations team, work with internal and external stakeholders to modernize the election systems, processes, and procedures. Coordinate modernization activities across the organization.

Assist in the development of project plans for modernization implementation including the identification of scope, activities, sequences, milestones, and end date. Build a complete implementation schedule. Track progress, report progress, and adjust plans as necessary to ensure project success.

Effectively communicate both in written and verbal form with stakeholders and ESK staff.

Project Management

Create and maintain project management plans. Prepare project governance documents. Maintain effective project management processes. Assess risks. Report on project stats to steering committee.



Analysis and Design

Analyze current business processes. Prepare documentation on new processes (written and workflow diagrams) needed for future modernization state. Document and evaluate processes against business requirements and stakeholder needs.

Complete detailed testing and full election simulation plans as well as draft debrief reports of all completed work. Identify issues and make recommendations for improvement or further testing.

Collect and analyze data. Research options from other organizations analyzing their potential/risks for use at ESK.

Election Systems and Processes

Obtain subject leader expertise on all modernization systems and processes.

Election Readiness

Actively participate in next election providing leadership or support for other operational projects as assigned. Problem-solve issues and troubleshoot issues that arise.

Required Education, Knowledge, Qualifications and Experience

- Professional designation (e.g., PMP) in a related field. An equivalent combination of post-secondary education and work experience will be considered.
- In-depth understanding of business analysis and project management processes. Technical IT skills and formal project management experience are a requirement.
- Demonstrated adaptability and flexibility in a goal and deadline-driven work environment.
- Demonstrated analytical and evaluation skills.
- Effective verbal and written communication skills, including the ability to listen and interpret information accurately.
- Strong interpersonal skills and ability to establish, build and maintain effective and respectful working relationships.
- Demonstrated ability to organize and prioritize tasks to meet multiple time-based deliverables as an individual and as a team member.
- Ability to learn new, detailed, and/or prescriptive requirements quickly.
- Knowledge of election processes or experience working with electronic poll books, ballot tabulation machines, or other types of modernized voting opportunities in a municipal or provincial setting would be considered an asset.

This is a MCP 07 classification, with a monthly salary range of \$6,776 to \$8,809.

A Criminal Record Check is required.