



Position Profile
Modernization Project Administrator
Elections Saskatchewan
May 2022

Background

Elections Saskatchewan is an independent, non-partisan agency of the Legislative Assembly charged with the mandate of directing and supervising the administrative and financial conduct of provincial electoral events.

The election cycle is a four-year cycle which involves planning (years one and two), organizing (year three) and delivery and implementation (year four) of a general election. During this period the volume and breadth of the workload fluctuates as does the number of staff.

Position Summary

The position is part of the ESK Modernization Project which includes modernization efforts in several areas designed to reduce barriers and create new opportunities for voters to cast their ballot in the next general election.

The Project Administrator will manage project details, processes and manage material for several concurrent voting services modernization projects.

Key Responsibilities

The Project Administrator works with the Project Director and project team in the following areas:

Administrative Support

- Manage and track the flow of project work and project information
- Organization of documentation and project-related material
- Prepare and distribute project documents e.g. status reports and meeting materials
- Coordinate and attend team meetings, documenting minutes and key decisions
- Documentation and file management, including version and change control, and maintenance of project network folder and SharePoint site
- Conduct technical and project implementation research
- Plan, arrange and communicate the logistics for project events and meetings
- Create and deliver presentations to project team
- Manage, track and resolve requests for project information
- Manage travel arrangements for project team members
- Manage the procurement of project space, furniture, equipment, services and supplies
- Train new team members in project organization, document file systems, SharePoint, policies and processes
- Track project Risks, Issues, Information Briefs, and Change and Decision Requests

Project Schedule Administration

- Assist with development of the project schedule
- Ensure accurate schedule records are maintained

- Assist in resolution of scheduling issues
- Assist with preparation of the regular project schedule reporting
- Assist in the analysis of schedule variance trends and any impacts to the overall schedule



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Project Budget Administration

- Assist with development of the annual project budget
- Provide approvals for project invoices, checking cost actuals against budgeted amounts and raising any issues with discrepancies with the Project Team to ensure accurate financial records are maintained
- Assist in analysis of expenditure trends and impacts on the project budget
- Produce reports on the project budget including annual and year-over-year summaries

Backup to the Project Director, during absence

- Tracking of project issues and escalation/reporting to the business owners and sponsors
- Communications on behalf of the project team
- Attendance and reporting at project meetings including Task Force meetings

Required Education, Knowledge, Qualifications and Experience

- Expert level knowledge of the Microsoft Office suite, including the development of and effective use of documents and reports, spreadsheets, pivot tables, presentations, charts, graphs and project schedules
- Proficient in Microsoft Project
- Knowledge of general project management processes as set out in the Project Management Institute Project Management Body of Knowledge (PMBOK)
- Knowledge of Organizational Change Management standards and tools such as the Prosci ADKAR Model
- Basic accounting skills
- Excellent/advanced verbal communications and conflict resolution skills
- Knowledge of how to use various communications tools effectively, such as SharePoint, Microsoft Outlook, conference lines and video conferencing tools such as Teams
- Excellent English language skills
- Working knowledge and understanding of IT and business process modernization project processes (planning requirements, development, testing, implementation)
- Demonstrated ability to organize and prioritize tasks to meet multiple time-based deliverables as an individual and as a team member.
- Ability to adapt to change, expanded work hours and an increasing workload.

A Criminal Record Check is required.

Key Competencies

- Attention to Detail – to ensure reports and details are accurate and based on evidence
- Adaptability/Flexibility – to deal with changing priorities, workloads, and hours of work.
- Analysis – to analyze options and assist with development of plans and budgets.
- Communication – to clearly, concisely, and accurately communicate/collaborate with the team and sponsors.



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- Computers/Technology – to participate in virtual meetings, manage emails, update files, work within documents, and enter data.
- Coordination – to coordinate activities and work, including assisting with the coordination of meetings and development of necessary materials.
- Interpersonal – to develop and maintain working relationships, listening to others, and offering ideas.
- Organization – to prioritize work, balance multiple project workloads, meet deadlines to ensure others have the information for meetings and decisions.

Adherence to Organizational Values

Elections Saskatchewan knows that election management impacts everyone in the province and that it plays an integral role in ensuring the integrity of democratic processes within the province. It is the responsibility of Elections Saskatchewan, and everyone who works at Elections Saskatchewan, to contribute to this larger vision through their work and their actions, both personal and professional.

Elections Saskatchewan, and everyone who works at Elections Saskatchewan, must espouse the following values:

- Professionalism – We demand the highest standards in our performance.
- Impartiality – We are objective, fair and non-partisan.
- Innovation – We seek solutions that will propel us toward electoral modernization.
- Service – We go above and beyond to meet the needs of our stakeholders and the legislative requirements of election management.
- Accountability – We earn the trust of the people of Saskatchewan through commitment to legislation, best practices, and standards in election management.

Adherence to Policy

Elections Saskatchewan, and everyone who works at Elections Saskatchewan, must adhere to the policies, procedures, and guidelines of Elections Saskatchewan, as well as relevant legislation, public health orders, or any other applicable employment related guidelines.

Employees of Elections Saskatchewan are required to be non-partisan. Read more at www.elections.sk.ca/workers/non-partisanship.

Salary range: \$76,896 to \$ 99,960 annually

Interested applicants should email a cover letter and resume to humanresources@elections.sk.ca by May 31, 2022. Only those invited for an interview will be contacted.

Elections Saskatchewan (ESK) is the province's nonpartisan election management body and an independent office of the Legislative Assembly of Saskatchewan. ESK directs and supervises the administration of provincial electoral events including Saskatchewan's next general election, scheduled, by legislation, for October 28, 2024. Information for voters, workers, media, candidates, and parties at www.elections.sk.ca.