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OPPORTUNITY PROFILE

**Deputy Chief
Electoral Officer**



About Elections Alberta

The *Canadian Charter of Rights and Freedoms* gives every Canadian citizen the right to vote. Elections Alberta is the official steward of that right in Alberta.

Elections Alberta is an independent, non-partisan office of the Legislative Assembly responsible for administering provincial elections, by-elections and referenda. We administer the *Election Act* and the provincial electoral process in this province. We are responsible for administering elections at the provincial level, and do not administer or monitor federal or municipal elections.

Vision, Mission, Mandate

Our Vision

Inspire trust and participation in Alberta's democracy through inclusive, fair, and impartial electoral processes.

Our Mission

To serve Albertans as an independent election management body committed to the administration of modern, transparent, and accessible democratic processes that ensure the integrity and enhance the value of Alberta's electoral system.



Our Mandate

Elections Alberta's mandate is to:

- Administer fair, inclusive, impartial electoral events in compliance with legislation.
- Listen, learn, and engage with the public and our partners to remove barriers, share necessary information and encourage participation throughout the democratic process.
- Hire and support a diverse workforce to ensure impartial, inclusive, and respectful service delivery.
- Ensure accountability of political participants through education, monitoring, and enforcement of electoral legislation.
- Embrace partnership opportunities and innovation.
- Strengthen public confidence in the democratic process through transparent disclosure and reporting.

To learn more, visit www.elections.ab.ca



The Opportunity

The Deputy Chief Electoral Officer (DCEO) provides strategic leadership and professional guidance across Elections Alberta’s key functions, including Election Operations, Corporate Services, Finance, Information Technology, and Data Coordination and Geomatics. As a member of the executive team, the DCEO supports the Chief Electoral Officer (CEO) in leading the organization’s operations, planning, and performance.

This role is responsible for strategic planning, governance, cross-organizational initiatives, and the integration of policies, programs, and services. It oversees fiscal management, internal controls, and performance measures to ensure accountability and effectiveness.

The DCEO partners with the CEO and Election Commissioner to develop strategic and business plans, set long-term goals, and strengthen organizational capacity. The role also provides leadership in people management—developing and motivating staff to achieve operational and strategic outcomes.

The DCEO ensures efficient, compliant election operations and collaborates with other Election Management Bodies to share best practices and explore joint initiatives. The position also acts for the Chief Electoral Officer when required and ensures all operations uphold the independence and integrity of the Office.

This leadership position directly oversees five (5) Directors and their teams and indirectly manages thousands of field and election officers during events. The DCEO’s decisions and recommendations directly impact every provincial electoral process and the experience of all Albertans.



Key Roles & Responsibilities

Corporate Administration Oversight

- Represents Elections Alberta in the absence of the Chief Electoral Officer.
- Leads corporate planning and administration, including finance, human resources, and communications.
- Oversees fiscal management, budgeting, and internal controls to ensure expenditures align with organizational priorities. Manages operational budgets to ensure cost-effective service delivery.
- Oversees the preparation of annual reports and financial submissions to the Standing Committee on Legislative Offices.
- Guides business continuity and workforce planning to ensure programs and systems remain current and effective.
- Leads risk and issues management, anticipating emerging challenges and fostering collaboration across teams.
- Champions a positive workplace culture, emphasizing learning, diversity, and professional growth.
- Oversees internal and external communications, including media and crisis communications.
- Undertakes other assignments as required by the Chief Electoral Officer or Election Commissioner.

Electoral Event Oversight

- Leads the planning and delivery of all electoral events, including operations, training, logistics, data coordination, mapping, and IT systems.
- Ensures compliance with electoral legislation, including the *Election Act*, *Senate Election Act*, *Referendum Act*, *Citizen Initiative Act*, and *Recall Act*.
- Provides leadership to Directors to ensure readiness and efficient administration during electoral events.
- Reviews and validates official documents such as nomination papers and recall applications for compliance.
- Ensures that election management systems are reliable and secure, recommending updates or replacements when needed.
- Collaborates with other Election Management Bodies to share best practices, training, and initiatives that enhance electoral administration.

The Person

The ideal candidate is a seasoned leader with a comprehensive understanding of electoral administration, governance, and organizational management. They possess the education, experience, and professional skills necessary to guide complex operations, ensure legislative compliance, and foster a culture of trust, integrity, and collaboration across Elections Alberta.

A bachelor's degree in political science, law, public administration, business, or a closely related discipline is required, with a master's degree preferred. Equivalent senior-level experience may be considered in lieu of formal education. Additional certifications in governance, project management or change management, such as PMP or CCMP, are considered valuable assets.

Candidates should have a strong record of progressive leadership in public administration and governance. Having exposure and experience in election management is considered a strong asset. They must demonstrate success in overseeing large-scale operations, developing strategic and operational plans in a constantly changing environment with complexities and limited information. A solid background in policy development, legal compliance, and institutional governance is essential.

Experience in non-partisan liaison with political parties, government agencies and civil society organizations is highly desirable. Prior public sector experience will be considered an asset.



The candidate must demonstrate a deep understanding of Alberta's electoral legislation and related frameworks, as a strong grasp of democratic governance, human rights, and best practices in voter education and outreach. Proficiency in project and risk management within complex, time-sensitive, multi-project environments is critical.

Finally, the candidate should possess extensive knowledge of business operations, financial systems, and accountability frameworks to support effective oversight and strategic decision-making.

Skills & Attributes

Leadership - Ability to lead, coach and motivate others involved in program delivery. Demonstrates an open, transformational, and inclusive leadership style, prioritizing the needs of their team, aiming to support their growth and success.

Integrity & Ethical Standards– Demonstrates impartiality, independence, and non-partisanship. Upholds the highest moral, ethical, and professional standards with a strong commitment to transparency and accountability. Must have no record of criminal activity, corruptions, or electoral malpractice.

Financial Acumen with Strategic Foresight - Ability to interpret and leverage financial data to make informed decisions that align with long-term organizational goals and drive sustainable growth.

Problem Solving & Judgment - Strong judgment, diplomacy, and integrity to uphold the independence and credibility of Elections Alberta. Ability to assess options and implications to identify problems and solutions. Ability to make decisions quickly and identify risk and ramifications to the integrity of the Office. Provides direction on complex and emerging issues with political, community, or administrative implications. Experienced in negotiation, conflict resolution, and crisis management.

Communication Skills - Excellent communication, active listening, and interpersonal skills to engage with staff, government, political participants, media, and the public. Possesses strong written and verbal communication skills and presentation abilities. Requires significant leadership influence and consultative skills to provide guidance and direction to a multifaceted team.

Team Player/Teamwork - Capable of building relationships in complex environments. Demonstrated success leading a team, talks openly with others, establishes expectations, holds self and others accountable, supports group decisions, shares credit, builds enthusiasm for goals, and resolves conflict appropriately, collaborative.



Adaptability - Ability to rapidly adjust to changing environments, schedules, and priorities accordingly. Adept at managing competing priorities and tight timelines during electoral events.

Technical Competence - Strong understanding of legislative interpretation in consultation with legal council, understanding implications, and policy implementation.

Inclusive Leadership - Demonstrates through active leadership a commitment to diversity, inclusion, and impartial service to all Albertans.

Compensation

A competitive compensation package, including an attractive base salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

Express Your Enthusiasm

Leaders International values diversity, equity, and inclusion in all aspects of our operations.

Candidates are invited to contact us directly with any accommodation requests.

To apply, please email your cover letter and resume (PDF or Word document only—preferably as one document) to **Ardyce Kouri or Jessica Park** at apply@leadersinternational.com, indicating the job title in the subject line.

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www.leadersinternational.com