

Election Policy & Systems Analyst

Internal

Competition Details

Competition Number	HOA.OCEO.EPSA(T)26-27.006
Available Positions	Temporary Position to March 31, 2027
Division	Office of the Chief Electoral Officer
Location	St. John's
Closing Date	November 2 nd , 2026
Salary	HL-20 (\$65,339 - \$84,941)

Position Details

Context	Elections NL is responsible for the administration of elections and by-elections, and ensuring fairness, impartiality and compliance with all aspects of the Elections Act, 1991. Employees of Elections NL work in a collaborative team-based environment and enjoy comprehensive benefits such as a defined benefit pension plan, group medical/dental, paid Provincial holidays, paid leave benefits, and opportunities for flex/remote hours outside of the election period.
Duties	Reporting to the Assistant Chief Electoral Officer (ACEO), the Election Policy & Systems Analyst (EPSA) is accountable for ensuring the accuracy, security, and reliability of electoral data and the continued operation, transparency, and integrity of the election process. This includes the continual renewal of business processes in response to electoral improvement initiatives, election readiness planning, and legislative reviews. Further, this role is responsible for the research and implementation of various technologies and equipment in support of provincial elections, by-elections, plebiscites, referenda, and other electoral events. This position functions with a high degree of independence in decision making, related on a broad, complex, and range of business and strategic development issues in relation to electoral operations. Success in this role also requires developing working relationships with various outside vendors and counterparts in other electoral jurisdictions, as well as internal partners like the Office of the Chief Information Officer.

Merit Criteria

Screening Criteria	1. Undergraduate degree in business administration, social sciences, humanities, or related field (Equivalencies will be considered) 2. 3-5 years in business processes and/or systems analysis 3. Experience working on previous electoral events (Asset)
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Assessment Criteria	1. Knowledge of the <i>Elections Act, 1991</i> (Asset) 2. Knowledge of Business Analysis Practices 3. Proficiency with Voterview or similar data applications (Asset) 4. The ability to manage time and tasks 5. Ability to communicate effectively 6. Ability to think critically 7. Relationship building 8. Professionalism
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Conditions of Employment

Conditions of	1. Required to abide by the Code of Conduct for Employees of the House Assembly Service https://www.assembly.nl.ca/pdfs/CodeOfConduct-Employees.pdf
Offer/Acceptance	2. Willing to accept overtime 3. Willing to work weekends, evenings, and holidays 4. Must be non-partisan
Applicant Information	• The House of Assembly values diversity in the work place and is an equal opportunity employer. • Preference will be given to applicants who are legally entitled to work in Canada. • Applications should be received before end of day on the closing date - late applications with explanation may be accepted. • It is the responsibility of the applicant to submit an application that demonstrates the required merit criteria. • Applications that do not clearly demonstrate the required criteria will be screened-out. • All applications must contain accurate contact information, including current mailing address, email address and phone number. • This competition may be used to fill future similar vacancies with the House of Assembly.

How to Apply

Applications, quoting Competition Number HOA.OCEO.EPSA(T)26-27.006, should be submitted

Online HOACompetitions@assembly.nl.ca

By Mail Human Resources Services & Payroll Administration
Corporate and Members’ Services Division
House of Assembly
P.O. Box 8700
St. John’s, NL A1B 4J6

By Fax (709) 729-3078

For additional information on this position, please contact Victoria Callahan by email VictoriaCallahan@electionsnl.ca