

Training Officer

Public Employment Opportunity

Competition Details

Competition Number	HOA.OCEO(P).25-26.004
Available Positions	Permanent
Division	Office of the Chief Electoral Officer
Location	St. John’s, NL
Closing Date	September 14, 2026
Salary	HL-21 (\$74,093-96,321) Under Review

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

The Training Officer supports the Communications and Training Manager with the planning, development, delivery, evaluation and implementation of training materials, resources, modules, and programs for the Office of the Chief Electoral Officer.

The role is accountable for ensuring that Headquarter staff, District Office staff, and all Election Officials receive appropriate and effective training to perform their duties, while meeting diverse needs. The Training Officer develops modules and programs encompassing electoral service delivery, systems and technology training, and process modernization and enhancement initiatives that align with the strategic priorities of the organization.

The role receives strategic direction from the Communications and Training Manager and senior management of Elections NL, collaborating on the development of training requirements and materials, as well as coordination and delivery of training to ensure a well-trained team is ready to administer an election event. This position will focus on training development and delivery for electoral events, the continuous improvement of training materials and documentation, public education, stakeholder collaboration, integration of technology, and project support.

Merit Criteria

- Screening Criteria
1.

Degree in Business, or Education (Equivalences will be considered)
2.

Experience in the design and development of training programs using development software
3.

Experience in the delivery of training programs (minimum 1 year of relevant experience)
4.

Client service orientated
5.

Experience working on events or deadline driven projects

- Assessment Criteria
1.

Knowledge of the role and Elections NL
2.

Proficiency with graphic design applications & E-Learning software
3.

Knowledge of training principles and practices
4.

Ability to manage time and tasks
5.

Ability to think critically
6.

Ability to work as a team
7.

Ability to effectively communicate
8.

Innovative
9.

Professionalism
10.

Adaptability

Conditions of Employment

- Conditions of Offer/Acceptance
1.

Required to abide by the [Code of Conduct for Employees of the House of Assembly Service](#)
2.

Required to work overtime during an event, including evenings, weekends and holidays
3.

Available to travel
4.

Must be politically non-partisan

- Applicant Information
- The House of Assembly values diversity in the workplace and is an equal opportunity employer.

- Applications should be received before the close of business 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 not be considered.
- All applications must contain accurate contact information, including current mailing address, email address and phone number.
- All information submitted as part of this application must be factual, complete and current to date of submission
- This competition may be used to fill future similar vacancies with the House of Assembly

How to Apply

Applications, quoting Competition Number HOA.OCEO(P).25-26.004 should be submitted via email at:

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 Claire Carter by email at ClaireCarter@electionsnl.ca