

Team Leader Special Projects

The Team Leader Special Projects is a head office election casual position reporting to a project or program manager. The Team Leader Special Projects may be involved with candidate services, personnel, mail processing and other head office election activities. The Team Leader Special Projects is a senior position operating within project teams and must conduct their duties in an efficient, impartial and professional manner, including the supervision of other project team members.

Duties:

- apply legislation, rules, procedures and processes applicable to the project or program
- contribute to the drafting, review and establishment of procedures and processes
- perform project or program tasks and activities (as delegated)
- prepare reports, as requested
- recruit, train and supervise project officers on project or program tasks and activities and
- any other duties, as directed.