

Team leader special projects

The team leader special projects are 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 are 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.