

Regional Field Officers (RFOs) are experienced electoral administrators who have recent, successful experience in a District Electoral Officer/ Deputy District Electoral Officer (DEO/DDEO) role. They live in or near the region they support and have knowledge of the area and its unique challenges. RFOs provide an important link between DEOs, DDEOs and EBC during electoral events to ensure successful event readiness and delivery. They are management “bench-strength” in the field and a resource for DEOs and DDEOs to draw on.

Reporting to the Deputy Chief Electoral Officer (Electoral Finance and Operations), RFOs receive day-to-day guidance from Electoral Operations staff and the Director, Electoral Operations. Each RFO is assigned to a specific group of electoral districts to whom they offer mentoring, leadership, quality enhancement and short-term on-site support.

To do this, the RFO liaises between EBC headquarters and individual DEOs and DDEOs in their assigned region. The RFO acts as an official resource to their assigned region to guide DEO/DDEO teams, facilitate collaboration, and step in where necessary. The RFO also acts as a source of expertise and mentoring for DEO/DDEO teams with planning and implementing the many components of event delivery, particularly new teams. Requests for support may be initiated by the DEO/DDEO or by EBC headquarters.

Accountabilities and deliverables of RFO

- Leads the recruitment and selection of DEOs and DDEOs in their assigned region; reviews the applications and shortlists applicants; coordinates and conducts interviews; verifies references; evaluates results and makes hiring recommendations.
- Provides leadership and mentoring to DEOs and DDEOs in their assigned region on the application and management of EBC policies, strategies and plans, as well as procedures, standards and systems supporting all components of electoral event organization and administration at the electoral district level (e.g. best practices in event planning, business processes, finance and accounting, payroll, election official recruitment and training, etc.).
- Establishes and maintains effective working relationships with DEOs and DDEOs and EBC management and staff, in relation to the effective implementation of event delivery or other electoral activity objectives and priorities in electoral districts.
- Researches and conducts outreach to Indigenous communities in their region to establish working relationships for the purposes of establishing voting opportunities in those communities.
- Conducts risk assessments for their assigned region, identifying potential challenges of delivering an electoral event especially related to weather conditions, shortage of people, public health concerns, etc.
- Reviews and assesses the quality and timeliness of electoral event organization and administration and assists DEOs and DDEOs to establish and implement plans, timeframes and priorities. RFOs are required to be familiar with the administrative documents which are prepared by DEOs and DDEOs, such as the general election readiness plan and budget for the electoral district.

- Provides expertise, advice and support to DEOs and DDEOs and mediates the resolution of issues pertaining to the implementation of EBC headquarters-designed corrective measures to be applied in specific electoral districts (e.g. correction of voting irregularities, staff performance management).
- Prepares weekly reports to the Deputy Chief Electoral Officer (Electoral Finance and Operations) accounting for the status of the RFO's activities and any complex, unique, and/or sensitive issues involving DEO/DDEO duties and responsibilities.
- Identifies deficiencies and problematic issues with business processes and practices in specific electoral districts, provides advice and recommendations to DEO/DDEOs and EBC, and negotiates means to improve the quality and execution of activities where local circumstances dictate.
- Attends orientation sessions and other briefings for DEOs/DDEOs virtually or in person, as required. Participates in and contributes to training sessions for DEO/DDEOs.
- Maintains detailed logs of their daily activities (travel itinerary, contacts made with DEOs/DDEOs and other related items as required). Prepares weekly summary reports during an event administration period, providing the status of the RFO's activities, and advises on complex or sensitive issues involving DEO/DDEO duties and performance. Following an electoral event, prepares a final report to Elections BC.
- Should a DEO or DDEO be unable to complete their term of appointment, the Deputy Chief Electoral Officer (Electoral Finance and Operations) may require the RFO to accept appointment to a DEO or DDEO position. The RFO will not have the option to decline the appointment if so required.
- RFOs will participate in the evaluation of the performance of DEOs and DDEOs, as required.

Qualifications

To succeed, an RFO must be qualified to hold an appointment as a District Electoral Officer and have demonstrated successful past performance in a DEO or DDEO role. RFOs must meet all DEO/DDEO qualifications. In addition, RFOs must:

- know their assigned region well and be available to travel within it
- demonstrate leadership, mentorship and coaching skills to successfully conduct the recruitment, selection and performance management of their D/DEO teams
- demonstrate flexibility to adapt to various management styles and provide support in a manner appropriate to the needs of the DEO/DDEO and electoral district
- be comfortable working with Indigenous communities to establish partnerships and conduct outreach within their region
- be familiar with electoral technology with the ability to solve minor issues
- possess good administrative skills and concern for order, following procedures, and keeping track of actions