

Legislative
Assembly
of Ontario



Assemblée
législative
de l'Ontario

Keeping Ontario's Legislative Assembly running smoothly takes many talented people, doing many different jobs—from camera operators and committee clerks, to purchasing officers and researchers. The Office of the Assembly is mandated to provide non-partisan support to the Members of Provincial Parliament (MPPs).

Together, we provide administrative and procedural services to all MPPs, as well as operational support for the daily activities of the Legislative Assembly of Ontario. Our success is determined by the strength and diversity of our staff and by supporting our core values: integrity, community, and excellence.

Managing Editor

The Legislative Assembly of Ontario seeks a Managing Editor who, as part of our Hansard Reporting and Interpretation Services Branch in Toronto, ON, will provide operational leadership and supervision to editorial staff to ensure the timely production of accurate reports of debates in the Legislative Assembly and its committees.

What You'll Do

You'll act with integrity to:

- Manage the production of accurate reports of debates in the House and committees, coordinate the unit's workflow, and establish and maintain quality controls
- Exercise tact and diplomacy in a fast-paced, politically sensitive environment when dealing with MPPs, staff of the Legislative Assembly, the general public, and other external clients

You'll support our community as you:

- Provide leadership to, and manage the work of, 20 full-time editorial staff and several part-time sessional staff to ensure that reports are produced in an accurate and timely manner
- Coordinate print and web production, ensuring official reports of House and committees meet daily posting deadlines
- Maintain familiarity with all aspects of production to facilitate and monitor transcription quality and provide feedback
- Prioritize and process a high volume of administrative and production-related tasks with competing deadlines

How You Qualify

You demonstrate excellence through your:

- Completion of a university degree and 5 to 7 years of related experience in an editing and publishing environment, and familiarity with all aspects of production in an editorial unit
- Proven experience mentoring and coaching staff to support their development
- Strong proficiency with technology to troubleshoot issues with recording, transcription and word processing software
- Articulate and highly fluent communications to create a positive environment and establish cohesive relationships with internal and external stakeholders
- Strong understanding of the legislative process and of Ontario's Parliament

If you join our team, you can expect:

- To work with a team of dedicated professionals
- Competitive benefits package and Employee Assistance Program
- Continued training and development
- Dynamic work environment

Salary Range Minimum: \$90,348 per annum

If you share our values and are interested in this position, please visit us at www.ola.org/en/careers for more details.
File No.: **LA-2019-26** Closing Date: **Wednesday, June 5, 2019**

The Legislative Assembly of Ontario is an inclusive employer. If you require a disability-related accommodation in order to participate in the recruitment process, please email your contact information to hr@ola.org for follow-up.

While we appreciate your interest in obtaining employment with the Legislative Assembly of Ontario, only those selected for an interview will be contacted.