



**IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Finance	Financial Management Board Registrar	
<b>Position Number(s)</b>	<b>Community</b>	<b>Division/Region(s)</b>
15-0504	Yellowknife	Management Board Secretariat / Headquarters

**PURPOSE OF THE POSITION**

The Financial Management Board (FMB) Registrar is responsible for receiving and recording FMB submissions to the FMB, arranging FMB meetings, organizing and distributing FMB materials, recording and editing FMB minutes, creating and distributing FMB Records of Decisions and maintaining the security and integrity of the official FMB record.

The incumbent is responsible for the management and maintenance of a database of FMB submissions and decisions.

The incumbent also provides confidential administrative and secretarial support to the Director, Management Board Secretariat and divisional employees to ensure effective administrative operation of the Management Board Secretariat.

**SCOPE**

Located in Yellowknife and reporting to the Director, Management Board Secretariat, this position provides direct support to the Chair of the FMB, Secretary to the FMB, the Deputy Secretary to the FMB and the Director, Management Board Secretariat.

This is a unique position dealing with highly confidential operations critical to the administration of government. One of the challenges facing the incumbent is the credible and consistent delivery of services directly to individuals at the highest levels of government. The incumbent is required to have sufficient knowledge of the political, economic and social factors impacting governance in the Northwest Territories to be able to discern and extract, from lengthy discussions, those key elements of consensus and agreement necessary to accurately record and document FMB decisions and direction.

The incumbent may attend FMB meetings and has unrestricted access to both "confidential" and "secret" FMB records of the current and previous FMBs.

It is critical that Members of the current and future FMBs are able to place in the incumbent a high degree of trust and confidence. It follows that the need for consistent, credible, dependable and uninterrupted services must be given the highest consideration.

This position also provides direct administrative assistant support to the Director, Management Board Secretariat and to Management Board Secretariat employees.

## **RESPONSIBILITIES**

### **1. Facilitating the orderly conduct of FMB operations**

- Attending FMB meetings and discerning and extracting from lengthy discussions the key points to be recorded in FMB minutes.
- Preparing all the official records of FMB, including minutes and records of decisions.
- Preparing FMB instruments for the approval and signature for the Chair of the FMB, the Secretary to the FMB and Commissioner.
- Ensuring the timely and accurate communication of FMB decisions to senior officials, departments, agencies and the Legislative Assembly.
- Preparing FMB agendas, arranging meetings, assembly of material to be presented to FMB and distributing meeting packages to the Chair of the FMB, Premier, Ministers and designated senior officials.
- Collaborating with Ministerial staff and departmental officials to ensure that documents are submitted in accordance with FMB operational procedures.

### **2. Management of FMB documents**

- Accepting and registering original signed documents submitted by Ministers for FMB consideration.
- Ensuring adequate information is available to FMB on which to base its decisions, by reviewing and advising the Director, Management Board Secretariat and Deputy Secretary to the FMB on the completeness, clarity and required format of FMB submissions.
- Maintaining a complete dossier of all original FMB documents, including submissions, assessment reports, minutes, records of decisions and related materials.
- Reviewing FMB documents and assigning applicable security classifications for each.
- Controlling, in accordance with security procedures and FMB operational guidelines, access to all FMB documents.
- Ensuring the secure storage of FMB documents, including monitoring environmental and security measures related to the storage of FMB documents and initiating actions to ensure that the storage facilities are properly maintained.
- Ensuring the indefinite retention and preservation of FMB documents.

### **3. Research, tracking and database management**

- Providing research support specific to FMB documents, including responding to requests from Ministers and departmental staff, preparing research reports; and
- action reminder summaries, tracking submissions and preparing correspondence for signature by the Chair of the FMB, Secretary and Deputy Secretary to the FMB and the Director, Management Board Secretariat.
- Determining, in consultation with Management Board Secretariat staff, database needs specific to recording and tracking FMB business and FMB decisions.
- Developing and managing required data bases.
- Analyzing FMB documents and selecting information and items for inclusion in databases.

### **4. Provides administrative support to the Director and the division within set deadlines and in adherence with government policies and procedures, which includes (but is not limited to) the following:**

- Maintains chrono letters and a "Bring Forward" (BF) system for the division according to standard procedures.
- Assists with mail for the division including making special courier arrangements as required.
- Records and prepares minutes for the Director and/or division as required.
- Makes travel plans for the division including obtaining proper approvals, booking travel, accommodations and all related financial transactions and paperwork.
- Coordinates requests and resolves problems related to section telephones, computers, printers and other electronic equipment, and coordinates and monitors the purchase of office supplies.
- Liaises and collaborates with the Deputy Ministers' Senior Administrative Coordinator position to resolve issues and facilitate internal and external departmental support.
- Provides administrative support services to other Department of Finance divisions on an as needed basis, as/when required.
- Provides records management and maintenance for the division files, amending and updates the system as required.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual physical demands.

#### **Environmental Conditions**

No unusual environmental conditions.

### **Sensory Demands**

The incumbent spends a great deal of time reviewing and evaluating proposals, preparing reports, conducting research, etc. The incumbent spends time attending meetings. The incumbent is exposed to demands of high concentration. The incumbent spends a moderate amount of time on the telephone.

### **Mental Demands**

The incumbent is exposed to tight deadlines and large workloads with competing priorities and demands. Prolonged periods of mental concentration when preparing for FMB meetings can be physically and mentally exhausting.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Proven knowledge of government organization, procedures and protocol as it applies to the operations of FMB.
2. Proven knowledge, sufficient to place FMB deliberations in the appropriate context, of political, economic, social and cultural challenges and opportunities facing the Northwest Territories.
3. Proven ability to communicate effectively with Ministers and senior government officials in order to secure compliance with established guidelines and procedures governing FMB submissions and access to FMB records.
4. Proven organizational skills and ability to coordinate large amounts of important and highly confidential material and maintain efficient information storage, retrieval and communication systems.
5. Proven ability to work on own initiative and under minimal supervision in planning and carrying out a variety of duties assigned by the Director, Management Board Secretariat, Deputy Secretary to the FMB, Secretary to the FMB and/or FMB as a whole.
6. Proven writing skills, an excellent command of the English language and excellent proofreading ability.
7. Proven knowledge of data base programs.
8. Knowledge of office and administrative procedures.

### **Typically, the above qualifications would be attained by:**

These skills are normally acquired through completion of an administrative assistant certificate or diploma, business diploma, undergraduate degree or related training and at least 6 years related experience in government.

## **ADDITIONAL REQUIREMENTS**

### **Position Security (check one)**

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

### **French language (check one if applicable)**

- French required (must identify required level below)

Level required for this Designated Position is:

#### **ORAL EXPRESSION AND COMPREHENSION**

Basic (B)  Intermediate (I)  Advanced (A)

#### **READING COMPREHENSION:**

Basic (B)  Intermediate (I)  Advanced (A)

#### **WRITING SKILLS:**

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

### **Aboriginal language: To choose a language, click here.**

- Required
- Preferred