

**IDENTIFICATION**

<i>Position Number</i>	<i>Position Title</i>	
18-1870	Administrative Assistant/Researcher	
<i>Department</i>	<i>Division/Region</i>	<i>Location</i>
Aboriginal Affairs and Intergovernmental Relations (DAAIR)	Negotiations /HQ	Yellowknife

**PURPOSE OF THE POSITION**

This position is responsible for providing administrative and research services to the Negotiations Division within the Department of Aboriginal Affairs and Intergovernmental Relations (DAAIR). The position is part of the Negotiations Division which is comprised of the Director, eight Chief Negotiators, and eight Assistant Negotiators.

**SCOPE**

Located in Yellowknife and reporting to the Director of Negotiations, the Administrative Assistant/Researcher is responsible for providing administrative support to the Negotiations Division; coordinating the development of the quarterly, monthly and weekly negotiations reports, and conducting research and staying current on developments at Aboriginal Rights negotiations within the NWT and in other provincial/territorial jurisdictions. These responsibilities must be fulfilled despite often competing priorities, timelines and workload demands. As much of the work of the Administrative Assistant/Researcher relates to ongoing negotiations, the incumbent is required to treat materials and information obtained in the course of performing the duties of the position as confidential.

## **RESPONSIBILITIES**

1. Provides administrative support for the Director, divisional staff and contractors.

### Main Activities:

- Receive, screen and log incoming correspondence and publications, assessing urgent priorities, attaching material and directing to the appropriate staff.
  - Maintains a Bring Forward system for correspondence, reports and other documents for the division to ensure necessary action has been taken and/or determine the reason for the delay.
  - Handles correspondence containing information of a confidential, personal, restricted or protected nature.
  - Screens Directors incoming mail and arranges mail in order of importance for placement in the Director's mail book.
  - Codes all divisional documentation on a regular basis and ensures it is forwarded to the Central Registry in a timely manner.
  - Maintains a monthly chronological file of the Director's correspondence.
  - Receives and manages telephone inquiries, either by providing answers or directing the caller to the appropriate source.
  - Maintains and updates mailing lists.
  - Maintains leave and attendance records for the division.
  - Manage, schedule and set up meetings and conference calls involving personnel in and outside of the department; distribute material to participants, confirm all arrangements and follow-up on items.
  - Arranges travel plans within the division as required by arranging, booking and confirming airline, charter and accommodation.
  - Plan, organize, direct and make decisions on the purchase of office supplies and the maintenance of satisfactory levels of consumables such as photocopy paper, office stationary and supplies, and kitchen and coffee supplies.
  - Control and arrange for the procurement of goods and services, including minor computer parts and software, catering services, etc.
  - Ensures that the divisional fax and printer are maintained and supplied.
  - Provides general upkeep to the kitchen and assists in the upkeep of the main departmental boardroom.
  - Acts as the Sharepoint Administrator for the division.
  - Provides backup administrative support to the Deputy Minister and other divisions as required.
2. Provides research, analysis and project specific support to the Director and divisional staff.

### Main Activities:

- Conduct research and gather data on a variety of Aboriginal rights subjects. Specifically, the incumbent will need to remain current respecting developments within the NWT along with other provincial/territorial jurisdictions that are relevant to land, resources and self-government negotiations. Such developments may include court rulings, legal opinions, major milestones, resolutions passed at annual general assemblies, etc. In addition to collecting data, the position also requires to synthesize the information for distribution to Negotiating staff.
- Ensure, insofar as possible, that the Negotiations staff have adequate and timely information respecting developments in negotiations.
- Collection of data will draw upon methodologies as searching the internet, conducting phone interviews, meeting with people and reading reports.
- Coordinates and communicates with Division staff to ensure the timely development of quarterly, monthly and weekly negotiations reports as well as Sessional briefing notes.
- Proof reads and edits draft reports (weekly, monthly and quarterly reports) for format, accuracy and readability.
- Assist in the development of appropriate formats and content for a variety of presentations.
- Drafts correspondence and government documents for signature by the Director or Chief Negotiators in response to a wide range of matters.
- Maintains and compiles a current and up-to-date schedule of all upcoming Main Table and Bilateral negotiating sessions/meetings; including dates, duration of session, location, and a listing of GNWT representation.

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

- Knowledge of standard office management procedures.
- Effective communication skills.
- Strong organizational and time management skills.
- Interpersonal skills.
- Research and analytical skills.
- Writing, editorial and proof reading skills.
- Knowledge of the North, its environment, political, including Aboriginal governments and leadership, and social milieu.
- Knowledge of basic records management policies and procedures including records standards and records classification systems.
- Knowledge of spelling, grammar and sentence structure.
- Knowledge of computer applications including word processing, spreadsheets, graphics and tables.
- Ability to work within a team and work with people in an effective, tactful manner.
- Able to work independently with minimal supervision.

These skills are normally acquired through the completion of Grade 12 and a secretarial arts program, and at least 3 years of directly related experience in an administrative field.

## **WORKING CONDITIONS**

### **Physical Demands**

Incumbent works in a normal office environment.

### **Environmental Conditions**

Incumbent works in a normal office environment.

### **Sensory Demands**

Incumbent works in a normal office environment.

### **Mental Demands**

Demands for thoroughness and accuracy in work, often performed under tight deadlines, can cause stress. Incumbent works in a politically sensitive working environment in which activities may be highly visible to the public.