

IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
18-6401	Research and Administrative Services Officer	
<i>Department</i>	<i>Division/Region</i>	<i>Location</i>
Aboriginal Affairs and Intergovernmental Relations (DAAIR)	Implementation	Yellowknife

PURPOSE OF THE POSITION

The Research and Administrative Services Officer reports to the Director of Implementation and provides a full range of research and analysis, and administrative duties for the Implementation division. This position also provides communications and financial support to the Policy, Planning and Communications division in accordance with GNWT Acts, regulations, policies and departmental procedures to ensure the smooth flow of business within the Department.

This position undertakes essential tasks required to ensure that department and divisional staff have the resources and information to conduct their day to day duties. The position is directly responsible for research and analysis related to the negotiations and implementation of financing agreements, program and service delivery arrangements and implementation plans. It also supports administrative, communications and financial services for the Department of Aboriginal Affairs and Intergovernmental Relations.

The position provides support to the Deputy Minister and other divisions as required.

SCOPE

The Research and Administrative Services Officer position is responsible for providing a range of research, administrative, communications, and financial services for the Department of Aboriginal Affairs and Intergovernmental Relations. These responsibilities must be fulfilled with often competing priorities, timelines, and work load demands with frequent interruptions. Located in Yellowknife and reporting to the Director of Implementation this position is responsible for: settlement agreement research and analysis; telecommunications coordination; records coordination; administrative duties; assisting in the preparation, verification and processing of financial documents; assisting with departmental SAM inquires, entries, and processing;

facilitating requisitions for supplies; circulation of media materials; and the maintenance of department web based sites. This position provides assistance and backup to one finance position and two administrative positions.

RESPONSIBILITIES

1. Conducts research and analysis to assist with side agreement negotiations for fiscal, program and service delivery models and implementation planning.
 - Develops and maintains dataset on NWT Aboriginal government contacts, governance structures, jurisdiction, budgets, critical milestones, political events and operations;
 - Conducts research and provides analysis on settlement agreement best practices and background materials for program and service delivery models;
 - Reviews and summarizes applicable legislation and settlement agreements;
 - Conducts research and analysis on GNWT programs and services including approaches and budgets.

2. Provides administrative and support services to facilitate the effective and efficient operation of the Implementation Division, the Policy, Planning and Communications division, and as required the broader department.
 - Coordinates all administration and office logistics;
 - Records and processes incoming and outgoing mail, in a timely manner;
 - Coordinates and schedules appointments, meetings and conferences, as well as duty travel and accommodation for staff if required;
 - Drafts correspondence, reports and presentations;
 - Formats and finalizes correspondence for the Deputy Minister's and Minister's signature;
 - Coordinates and supports the divisional meetings by preparing agendas, maintaining the BF/status report and assembling relevant background materials;
 - Photocopies and collates documents for distribution, mailing and filing;
 - Works closely with the Departmental Records Coordinator and divisional staff to ensure that divisional records are properly filed into the centralized records management system;
 - Assists in preparing briefing materials and books;
 - Maintains attendance records;
 - Maintaining an adequate inventory of office and equipment supplies;
 - Ensuring that office equipment is operating efficiently and scheduling maintenance as required;
 - Manages building maintenance and issues between the department and building owners;

3. Provides assistance to the Senior Communications Advisor for the purposes of communicating internally within the department and external communications when required.
 - Assists with monitoring current events in order to keep departmental and website contact/ mailing lists current and accurate;
 - Maintains the departmental internal SharePoint site and website by verifying information and updating as required;
 - Assists in the logistical aspects and implementation of public relations events hosted by the department;
 - Draft letters of congratulation for Premier signature when required.

4. Provides corporate and financial assistance by preparing and processing financial documents ensuring accuracy and adherence to business processes, government policies and financial regulations.
 - Verifies and prepares payment documents, and assigns appropriate coding and ensures that spending authority is in place;
 - Processes and ensures payment of approved grants and contributions;
 - Verifies travel authorities and expenditures for departmental staff;
 - Verifies credit card expenditures for departmental staff.
 - Exercising \$5,000 spending authority through credit card purchases and maintaining proper log of such purchases;
 - Maintains the Departmental Signing Authority log, ensuring the signature specimen records and acting signature specimen records are accurate and current;
 - Acts as telecommunications coordinator for Department including conducting service orders with service providers, updating the phone directory, phone purchases and maintenance, and account authorizations and reconciliation.
 - Maintains control on department's inventory of controllable assets, ensuring accurate records are submitted to the Technology Service Centre for chargeback purposes;
 - Issues tenders for, and purchasing of, goods and services such as office supplies, furniture, equipment and catering;

KNOWLEDGE, SKILLS AND ABILITIES

- Research and analysis skills
- Thorough knowledge of the North, its environment, political, including Aboriginal governments and leadership, and social milieu;
- Ability to work under minimal supervision;
- Knowledge of standard office management procedures;
- Knowledge of records management systems;
- Effective communication skills;
- Strong organizational skills;
- Effective skills in word processing, spreadsheet, database, web based applications and presentation programs;
- Interpersonal skills;
- Knowledge of GNWT organizations and structure;
- Knowledge of GNWT communications protocols and processes;
- Knowledge of financial systems, and generally acceptable bookkeeping, accounting and financial procedures.

These knowledge, skills and abilities would normally be acquired through the completion of grade 12 plus a diploma in Business Administration or Management Studies program plus 3 years directly related experience, with progressively more senior responsibilities. Equivalent combinations of education and experience will be considered.

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

This position is subject to pressures from deadlines and requires the ability to work with multiple colleagues and senior management. Position demands thoroughness and accuracy in work. Incumbent works in a politically sensitive working environment in which activities may be highly visible to the public.