



IDENTIFICATION

Department	Position Title	
Executive and Indigenous Affairs	Administrative Assistant/Researcher	
Position Number	Community	Divisions/Region
11-1870	Yellowknife	Negotiations/Indigenous Intergovernmental Relations/Implementation

PURPOSE OF THE POSITION

This position is responsible for providing administrative and research services to the Divisions of Negotiations, Indigenous Intergovernmental Relations and Implementation within the Department of Executive and Indigenous Affairs (EIA).

SCOPE

Located in Yellowknife and reporting to the Director of Negotiations, the Administrative Assistant/Researcher is responsible for providing administrative support to the Negotiations, Indigenous Intergovernmental Relations and Implementation Divisions, by 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. The scope of this position can shift in accordance with emerging priorities that may require different levels of administrative support. These responsibilities must be fulfilled despite often competing priorities, timelines, and workload demands. Priorities may emerge at short notice and require immediate support. As much of the work of the Administrative Assistant/Researcher relates to ongoing negotiations, multi-lateral and bilateral forums, and correspondence, 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 to directors, divisional staff, and contractors.

- Receive, screen, and log incoming correspondence and publications, assessing urgent priorities, attaching material and directing them to the appropriate staff.
- Maintain a Bring Forward system to track 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.
- Files all divisional documentation on a regular basis in DIIMs.
- Maintains a monthly chronological file of the Directors' correspondence.
- Receives and manages telephone inquiries, either by providing answers or directing the caller to the appropriate source.
- Maintains and updates mailing lists.
- 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.
 - Arrange travel plans within the divisions 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 stationery 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.
- Ensure that the divisional faxes and printers 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.
- Aids in the management and updating of the Indigenous Government Contact list which is used across the GNWT when corresponding with Indigenous governments.
- Provides backup administrative support to the Deputy Minister and other divisions as required.
- Manage meeting agendas for multi-lateral forums, takes meeting notes, and provides updates as required.
- Handles administrative paperwork for Directors such as visa reconciliation, travel authorization, and expense reports. Provides similar support for divisional staff as required during absences.
- Handles meetings support services for divisional staff, including room bookings, catering services etc.



2. Provides research, analysis and project specific support to directors and divisional staff.

- Conduct research and gather data on a variety of Indigenous' rights subjects. Specifically, the incumbent will need to remain current regarding 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 synthesizing the information for distribution to divisional staff.
- Ensure, insofar as possible, that the divisional staff have adequate and timely information respecting developments in negotiations.
- Collection of data will draw upon methodologies such as searching the internet, conducting phone interviews, meeting with people, and reading reports.
- Coordinates and communicates with Divisional staff to ensure the timely development of quarterly, monthly and weekly negotiations reports, scheduling, as well as Sessional briefing notes.
- Proofreads, formats and edits documents for consistent formatting with established standards, accuracy, and readability. This may include meeting material, correspondence, and negotiations reports.
- Assist in the development of appropriate formats and content for a variety of presentations.
- Drafts correspondence and government documents for signature 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.
- Compiles electronic and paper copy meeting binders and updates as required, on short timeframes.

WORKING CONDITIONS

Physical Demands

Incumbent works in a normal office environment. No unusual demands.

Environmental Conditions

Incumbent works in a normal office environment. No unusual conditions.



Sensory Demands

Incumbent works in a normal office environment. No unusual demands.

Mental Demands

Work is often performed under tight deadlines. Incumbent works in a politically sensitive working environment.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of standard office management procedures.
- Communication, organization, and time management skills.
- Interpersonal skills.
- Research and analytical skills.
- Editorial and proofreading skills.
- Ability to acquire knowledge of the political landscape of the North, including Indigenous governments and leadership.
- Knowledge of basic records management principles and practices, including records standards and records classification systems.
- 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.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

These skills are normally acquired through the completion of Grade 12 and a secretarial arts program, and a minimum of 2 years of directly related experience in an administrative field.

Equivalent combinations of education and experience will be considered.

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

Indigenous language: Select language

Required

Preferred



CERTIFICATION

Title:

Position Number:

Employee Signature	Supervisor Signature
Printed Name	Printed Name
Date	Date
<p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
Deputy Head/Delegate Signature	Date
<p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.