



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Executive and Indigenous Affairs	Office Manager	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
11-3366	Ottawa	Federal Engagement

## **PURPOSE OF THE POSITION**

Reporting to the Deputy Secretary, Federal Engagement in the Department of Executive and Indigenous Affairs and located in the Department's Ottawa office, the incumbent is responsible for managing day-to-day office operations, providing research and analysis, administrative services and support in the office for the Deputy Secretary, the Department and the GNWT. The incumbent will also work very closely with members of the Premier's office.

## **SCOPE**

The Office Manager is a member of the Federal Engagement team that ensures the interests and aspirations of the residents of the NWT are reflected in the GNWT's participation in intergovernmental activities and the government's agenda is effectively coordinated. Specifically the division promotes and advances the GNWT's commitment to develop and maintain mutually respectful intergovernmental relations between the GNWT and the Canadian Government in order to advance GNWT priorities and interests with the Federal Government. The Federal Engagement team also maintains a daily working relationship with the Intergovernmental Affairs team in order to ensure alignment and mutual support across intergovernmental files.

Due to the division's distance from Headquarters the incumbent acts fairly independently in providing research and analysis, and administrative support to Ministers, Members of the Legislative Assembly and other GNWT officials traveling to the National Capital Region. The Office Manager provides daily administrative support to the Deputy Secretary and promotes and manages the Ottawa office in its function as a meeting space and local support for visiting GNWT officials.

## **RESPONSIBILITIES**

### **1. Provides research, analysis and project specific support to the Deputy Secretary.**

- Conduct research, gather data and provide analysis on a wide variety of subjects.. Specifically, the incumbent will need to be current respecting federal, provincial/territorial and national initiatives. In addition to collecting data, the position also requires to synthesize the information;
- Ensure, insofar as possible, that members of the GNWT have adequate and timely information respecting major national and federal trends;
- Collection of data will draw on such methodologies as searching the internet, conducting phone interviews, meeting with people in the public and private sector and reading reports;
- Along with researching issues, draft correspondence and government documents for signature by the Premier, Assistant Deputy Minister, Secretary to Cabinet in response to a wide range of matters;
- Prepare draft briefing notes on subject matters that have been researched.

### **2. Provides administrative support for the Deputy Secretary, contractors located in the National Capital Region as well as Ministers, Members of the Legislative Assembly and other GNWT officials traveling in the National Capital Region.**

- Receive, screen and log incoming correspondence and publication, assessing urgent priorities, attaching material and directing to the appropriate staff, maintaining a "Bring Forward" system to ensure necessary action has been taken and/or determine the reason for the delay;
- Compose, type and sign routine correspondence such as interim replies, acknowledgements including requests for representation letters, covering letters and memoranda , review all outgoing correspondence for format, grammatical and typographical accuracy;
- Proof material and help develop format appropriate for presentations;
- Operate office equipment to produce a wide variety of documents including complex reports to client departments, financial correspondence, proof-read material and develop format appropriate for presentation of graphs, charts, reports and elaborate Power Point presentations;
- Manage, schedule, and set up meetings, conference calls involving personnel in and outside of the Department; distribute material to participants, confirm all arrangements and follow-up on items resulting from meetings/conference calls;
- Book travel and accommodation for staff and contractors as required;
- Organize briefing books as required;
- Plan, organize, direct and make decisions on the purchase of office supplies and the maintenance of satisfactory levels of consumables such as photocopying paper, office stationary and supplies;
- Control and arrange for the procurement of goods and services for the Ottawa office with the approval of the Deputy Secretary or other appropriate signing authority;

- Establish and maintain a working relationship with office supply and equipment companies in Ottawa;
- Organize, maintain and control appropriate filing system to support both audit and administrative functions in accordance with office policies and procedures;
- Ensure the scheduled destruction of documents is completed as required;
- Maintain ongoing dialogue with the Headquarters office staff, including the distribution of relevant information to the Headquarters office on a timely basis;
- Establish and maintain contact with intergovernmental relations offices in Ottawa at the federal, provincial and territorial levels.

## **WORKING CONDITIONS**

### **Physical Demands**

The incumbent spends a significant amount of time sitting at a desk for lengthy periods of time. The incumbent has opportunity to move about the office. There may be some lifting of heavy boxes when files are being archived; the duration would be short and the frequency not greater than twice a year.

Frequency: Daily    Duration: 7.5 hours/day    Intensity: Normal

### **Environmental Conditions**

The incumbent works in a comfortable work atmosphere.

Frequency: Daily    Duration: 7.5 hours/day    Intensity: Normal

### **Sensory Demands**

The incumbent deals with shifting/changing priorities on a daily basis. This requires the incumbent to focus on tasks at hand and ensure that all aspects of the position are being met. Detailed attention must be given to use of computer and answering phone on a regular basis.

Frequency: Daily    Duration: 7.5 hours/day    Intensity: Normal

### **Mental Demands**

Most activities are related to established deadlines such that certain tasks must be accomplished by specific timeframes. Is required to consistently change priorities to ensure that all documentation is entered.

Frequency: Normal    Duration: Varies    Intensity: High

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the GNWT, Departmental and Divisional work unit is required to understand and comply with various office administrative processes including those for procurement, finance, human resources and informatics;
- Knowledge of the methods, techniques and requirements of processing incoming, inter-office and outgoing mail and courier service mail security and other available means of mail delivery and packaging;
- Knowledge of spelling, grammar and syntax to compose, edit and proof-read correspondence and reports;
- Knowledge of a variety of automated systems and software such as word processing (MSWord), Power point and electronic mail (MS Outlook); manipulation and data retrieval and storage techniques. This information is used to prepare correspondence and reports, to respond to requests, provide information to management and employees, assist in the preparation of plans and presentations.
- Good understanding of GNWT and Federal Government Departments and structures;
- Management and organizational skills and required to balance conflicting demands, priorities, to maintain office standards and to develop and implement means of improving efficiency;
- Strong research and analytical skills;
- Listening skills for inquires, comments and suggestions from divisional and departmental staff and clients to perceive, understand and determine their requirements;
- Writing and verbal skills to provide and exchange information and explanations on work-related issues with colleagues and managers;
- Analytical and problem solving and resolution skills to deal effectively with colleagues, management and public concerns;
- Ability to work within a team;
- Ability to work independently and with minimal supervision;

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

Theoretical research and analysis knowledge normally acquired with a university degree; and administrative skills normally acquired by a post-secondary degree and a minimum of two (2) years related work experience.

## **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