



IDENTIFICATION

Department		Position Title	
Finance		Administrative Coordinator	
Position Number		Community	Division/Region
15-14166		Yellowknife	Office of the Chief Information Officer/HQ

PURPOSE OF THE POSITION

Provides a full range of senior administrative services and office management support to the Senior Management team of the Information Systems Shared Service branch (Government Chief Information Officer, Director of Application Services and Director of Governance, Planning and Security), in accordance with GNWT acts, regulations, policies and departmental procedures, to ensure a smooth flow of business.

SCOPE

The Administrative Coordinate is located in Yellowknife and reports to the Government Chief Information Officer within the Office of the Chief Information Officer, Information Systems Shared Service branch of the Department of Finance. The incumbent provides direct support to the Senior Management team, including processing and tracking of all correspondence, ensuring documents are thorough, well-written and clearly presented, are grammatically accurate and comply with GNWT visual identity and communication protocols.

The incumbent ensures that senior management and branch staff have efficient access to information, administrative resources and administrative support in a timely manner, as is appropriate. The incumbent coordinates the flow of correspondence within the branch and is responsible to ensure the timely and accurate provision of information to the Deputy Minister's office.

As well, the incumbent processes documents of a confidential nature, dealing with staff issues and information security-related matters, and must exercise extreme discretion in the execution of his/her duties.

The Administrative Coordinator is the first point of contact for the Government CIO's office, and the IS Shared Service branch, for both public and internal staff, and is frequently called upon to exercise judgement with regard to knowing when and to whom to forward calls and inquiries, what meetings take precedence with the Senior Management team and what commitments to make on behalf of the Senior Management team, within the branch. The Senior Management team within the Information Systems Shared Service branch relies upon the Administrative Coordinator to ensure all requests for meetings are appropriately addressed, and to ensure that background information is available when meetings are scheduled.

As part of the overall administrative support for the Senior Management team within the Information Systems Shared Service branch, the Administrative Coordinator will work together with the Office Administrator (who supports both Directors of both the Fiscal Policy, and Governance, Planning and Security divisions), to coordinate overall administrative duties for the Governance, Planning and Security division.

RESPONSIBILITIES

1. Provide senior administrative support to ensure the effectiveness and efficiency of the day-to-day office administration of the Information Systems Shared Service branch:

- Review administrative practices and procedures to improve workflow management and reporting processes;
- Create and disseminate new administrative procedures and user instructions where required and guide branch staff in the use of these procedures and tools;
- Compose and/or edit and format documents, charts and graphs, correspondence, work instructions, operating procedures and manuals;
- Develop and maintain an internal corporate style guide specific to the branch and/or divisions, and apply the guide to documents, manuals, forms, work instructions, operating procedures, etc.;
- Facilitate document quality control and ensure branch staff are adequately supported through ready access to reference materials;
- Manage timely sequential distribution of documents to the Deputy Minister's office, and verification of receipt and approval;
- Coordinate preparation of briefing binders, and e-binders, for senior management;
- Acts as reception and answers calls for the office, as required;
- Manage purchase of the office supplies and equipment as required, using GNWT procurement card. This requires maintaining an inventory of office materials and supplies, reconciling purchases, and creating a monthly statement in the financial management system;
- Assist in researching and sourcing out relevant documents and resources as requested;
- Create professional looking business documents, including tracking sheets, charts, graphics/reports as needed, produce and edit tables, electronic documents, spreadsheets and presentations as needed;

- Handle logistics including travel and accommodation arrangements for Government CIO and senior management team of the branch as needed and coordinate logistics for meetings and conferences as needed.
- 2. Provides advice and guidance to casual administrative staff, and assists with administrative staff orientation within the Information Systems Shared Services branch:**
- Train and supervise casual administrative staff as and when required;
 - Conduct procedural orientation programs for new employees to the branch.
- 3. Support the implementation and maintenance of government's administrative and operational records classification schedules (ARCS and ORCS) and other information management activities, to effectively manage administrative recorded information:**
- File recorded information in accordance with Government-wide standards and regulations;
 - Maintain the administrative records of the office, and assist other administrative staff with same within the branch;
 - Work closely with the department's Records Coordinator to ensure all incoming and outgoing correspondence is properly filed into government electronic information management system(s);
 - Create and maintain/manage physical records through opening and closing paper files, managing repositories of information, search and retrieval of records, and prepare physical records of the office for transfer to records centres, as needed.

WORKING CONDITIONS

Physical Demands

This position frequently requires extended periods working at a computer.

Environmental Conditions

No unusual conditions.

Sensory Demands

This position frequently requires extended periods of concentration sitting in front of a computer screen.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Senior administrative skills and knowledge.
- Seasoned knowledge of standard office procedures and protocols.
- Thorough knowledge of GNWT administrative records classification system.
- Good understanding and knowledge of procedures and protocols for interacting with both the Deputy Minister and Minister offices (as needed).
- Knowledge of records classification systems and records management processes, both paper and electronic.
- Strong knowledge of office computer software, including spreadsheets, presentations, and document processing.
- Able to create documents that are accurate, and professional in appearance.
- Strong work ethic, taking pride of ownership in own work outputs.
- Able to communicate clearly to staff, management, and senior management.
- Strong interpersonal and communication skills.
- Able to demonstrate tact, diplomacy and persuasion skills as required.
- Able to manage quality control on documents and deal with senior management or management, as necessary, with the division to address concerns.
- Ability to work in a culturally diverse environment.
- Ability to organize and prioritize own work, and the work of others including casual staff.
- Ability to work under pressure and meet strict timelines.

Typically, the above qualifications would be attained by:

The completion of a High School Diploma and a post-secondary Administrative Certificate with a minimum of (5) years senior office administration experience. Equivalencies may 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