



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Research Assistant/Administrative Assistant	
Position Number	Community	Division/Region
23-12269	Fort Smith	Forest Management

## PURPOSE OF THE POSITION

The Research Assistant/Administrative Assistant (Assistant) provides research support to the Director and Managers of the Forest Management Division. Support which the Assistant provides includes researching information, assembling statistical and other information, and providing information to the public. The Assistant also provides a professional administrative and secretarial support services to the Director to contribute to the effective and efficient operation of the Forest Management Division and provides divisional receptionist services.

The position also provides assistance to the Program Support Services Section with support during high volume periods with processing of travel expense reports and verification and entry of suppression coded overtime sheets.

## SCOPE

Located In Fort Smith and reporting to the Director, Forest Management (Director), the Research Assistant/ Administrative Assistant works within a team environment providing research and administrative support services to the Director and five section managers in the Forest Management Division. The position also provides administrative support to the Territorial Duty Officer for wildland fire operations during the period of May to September.

The Forest Management Division provides the policy, planning and regulatory framework for the stewardship, protection, and sustainable management of forest resources on 33 million hectares of land in the Northwest Territories, 8% of Canada's entire forested area. The Division has 30 full-time staff and seven seasonal positions in the areas of sustainable forest resources, forest fire management, and program support.

The Assistant ensures that written documentation conforms to departmental and government formats, procedures, and policies. The incumbent is responsible for coordinating, editing, and



reviewing documentation produced within the Forest Management Division. The majority of the work is self-initiated; however, advice and guidance may be solicited from Directorate secretarial staff.

The Assistant works independently within established procedures. Providing receptionist duties for the Division, the incumbent deals daily in person, by electronic mail, or on the telephone with a variety of contacts including departmental staff, officials from other government departments, and representatives from aboriginal organizations, industry, and the general public.

The research undertaken and the maintaining of accurate administrative databases are critical to sound decision-making by the Director and Managers. Breaches of confidentiality or the provision of inaccurate or incorrect information can have serious legal and financial implications.

## **RESPONSIBILITIES**

### **1. Provides administrative support services to the Director, Forest Management, and section managers within the division.**

- Prepares and proofreads routine correspondence and documents including letters, ministerial memos, reports, proposals, and briefing notes following Government of Northwest Territories (GNWT) formats and ensuring all correspondence is processed accurately and promptly.
- Answers telephones, screens, assists, and takes messages as appropriate.
- Coordinates and communicates general office procedures and processes to divisional staff.
- Makes travel arrangements for Director and other staff, as required, and enters proper budget coded travel authorizations in SAM or forwards appropriate request for travel forms for Deputy Minister/ Minister signature.
- Coordinates the purchase of office furniture, equipment, and supplies, including obtaining requests, and completing requisition for supplies.
- Maintains calendar of events for the Fort Smith and Hay River Forest Management Offices.
- Maintains the Director's calendar and provides backup information for conference calls and meetings.

### **2. Assists with meeting and conference coordination for the Director and Managers.**

- Ensures administrative arrangements for preparation of meeting agendas are complete for conference and divisional meetings including notification of participants, taking minutes distribution of support materials and meeting packages.



- Organizes meeting rooms, teleconferences, and logistical requirements of meetings both in and outside of the Department.
- Assists with the setup of teleconference and online meetings with video conferencing and screen sharing and advising staff of what teleconference number is available to use.
- Identifies and researches background materials to support proposed agenda items.
- Completes meeting minutes, distributes to participants and files for future reference.
- Arranges travel and accommodation requests for the Director, Managers, or staff including booking travel, completing travel and accommodation warrants, and arranging for hotel and airline booking.

**3. Provides research support to the Director and staff to assist the Forest Management Division in meeting its objectives in a timely and efficient manner.**

- Carries out research assignments for the Director and divisional staff, as identified by the Director, by making telephone inquiries, reviewing reports, legislation, policy and other documents both manually and through the internet, completing analysis and other research procedures.
- Maintains electronic filing systems and is able to locate information upon request.
- Develops graphics and statistical tables for divisional publications and reports using computer software (i.e., PowerPoint, Excel).
- Responds to requests for research and information from the public, industry, municipalities, or government agencies, forwarding requests to the appropriate party or dealing with the matter in a professional manner.
- Identifies and orders publications and other sources of information.

**4. Organizes and maintains divisional records in accordance with GNWT standards and guidelines.**

- Receives, date stamps, and distributes all incoming divisional mail, facsimiles, and courier packages.
- Maintains divisional operational and administrative (ARCS/ORCS) record systems - paper to electronic (establish, control, file, retrieve, dispose).
- Maintains Forest Management DIIMS, updates file directory and assists staff with processes or inquiries.
- Coordinates input for divisional responses to inquiries or regular reporting documents and ensures deadlines are met; and
- Liaises with the departmental Records Coordinator regarding the transfer and/or disposal of records.
- Assists the Program Support Services Section by receiving, verifying, and processing travel authorizations and expenses for Division and non-Division staff.
- Receives travel authorizations from staff, verifies for allowable expenditures according to policy, confirms proper budget coding, and obtains proper spending



authority signatures, ensures additional documentation is submitted as required, and sends for approval.

**5. Assists the Program Support Services Section, this individual will receive, verify, and process travel authorizations and expense for Division and non-Division staff.**

- Receives travel authorizations from staff, verifies allowable expenditures according to policy, confirms proper budget coding, and obtains proper spending authority signatures.
- Receives travel expense reports from staff, verifies for allowable expenditures according to policy, confirms proper budget coding, and obtains proper spending authority signatures.
- Provides payment of travel for staff, as required, and maintains a log of receipts.
- During the forest fire season, suppression budget travel arrangements and payment will be required for all government staff.

**6. Provides additional administrative assistance during the forest fire season.**

- Provides any administrative assistance that is required during the May to September forest fire season. Assignments can change daily, with regularly working a rotating schedule of twelve days on and two days off.
- Answer the toll-free line and redirect promptly due to the urgency of the call.
- Assists with the setup of teleconference and online meetings with video conferencing and screen sharing and advising staff of what teleconference number is available to use.
- Certifies the validity of all forest fire information submitted by the five field regional offices in EMBER.
- Maintains the fire location and planning statistics by updating the Bulletin Board Posting System to reflect the daily forest fire situation report, and the daily pre-suppression report.
- Contacts regional offices to obtain information or liaise messages between the Territorial Duty Officer and Regional Duty Officers.
- Maintains and logs a comprehensive record of the total number of fires according to their geographical location, the department's daily response to each fire, and the daily status of each fire.
- Updates territorial media bulletins on the divisional internet site, being the office specialist; and
- Prepares the national daily Forest Fire Agency Report using information from EMBER for submission to the Canadian interagency Forest Fire Centre.
- Updates and prepares the in-house summer employment reference toolkit that contains processes for submitting overtime, travel expense reports, WSCC reports, purchasing, etc.
- Assists the Program Support Services Section, by receiving, verifying, and



entering overtime timesheets for Suppression and other budget programs for Departmental and non-Departmental staff, ensuring each entry is budget coded properly meeting deadlines.

## **7. Other related duties, as required.**

### **WORKING CONDITIONS**

#### **Physical Demands**

The incumbent is required to sit at a computer terminal for long periods of time. Some light lifting is required.

#### **Environmental Conditions**

No unusual demands.

#### **Sensory Demands**

The incumbent spends extended periods documenting, recording and preparing correspondence, meeting minutes, and documentation where intense concentration and attention to detail is required.

#### **Mental Demands**

The incumbent may be exposed to shifting priorities and tight deadlines with urgent situations, which significantly increases the level of stress in this position, especially during the forest fire season (May to September).

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

- Knowledge and experience of supportive and administrative procedures with a general knowledge of records management and filing systems.
- Knowledge of Environment and Natural Resources including legislation, policies, and procedures.
- Ability to effectively communicate with an inter-disciplinary team environment to recognize and respond to Departmental needs.
- Ability to operate a desktop computer to produce written documents, develop and analyze spreadsheets, conduct internet research, prepare presentations, and analyze data utilizing available computer programs.
- Knowledge of Microsoft Word.
- Ability to effectively communicate both written and verbal utilizing excellent interpersonal, listening and negotiation skills; and
- Knowledge of DIIMS, PeopleSoft or SAM is desirable.

- A quick turnaround and organizational skills.
- 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:**

Successful completion of a relevant diploma and a minimum of one (1) year administrative experience.

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