



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Administrative Assistant	
Position Number	Community	Division/Region
23-14163	Yellowknife	Land Use and Sustainability

PURPOSE OF THE POSITION

The Administrative Assistant is responsible for providing administrative and secretarial support to the Director of Land Use and Sustainability (Director) in accordance with applicable Government of Northwest Territories (GNWT) acts and regulations, policies, and departmental procedures to ensure the smooth flow of business within the Department of Environment and Climate Change (ECC). The position also supports the flow of Ministerial correspondence within the Division and is responsible to ensure the timely and accurate provision of information to the Director.

SCOPE

Located in Yellowknife and reporting to the Director, Land Use and Sustainability, the Administrative Assistant is responsible for providing administrative and secretarial support to the Director. This includes keeping track of all correspondence, including Ministerial correspondence forwarded for processing, and ensuring that documents prepared by the Division are thorough, well-written and clearly presented. The Department's credibility and that of the Director depend upon timely response to correspondence, and production of documents that are grammatically accurate and comply with GNWT visual identity and communications protocols.

The position works within a legislative framework which includes *the Commissioner's Land Act and Regulations*; *Northwest Territories Lands Act and Regulations*; *Canada Mining Regulations*; *the Area Development Act*; and *the Mackenzie Valley Resource Management Act and Regulations*; *Canada Environmental Assessment Act*; *Species at Risk Act*; as well as the settled Lands, Resources and Self-government Agreements within the Northwest Territories (NWT); Interim Measures Agreements; Interim Land Withdrawals; Devolution Final Agreement; Respect, Recognition, Responsibility; Land Use Sustainability Framework; Northern Lands - Northern Leadership; GNWT Ecological Representation Network Plan;



Sustainable Development Policy (GNWT and Canada); Mineral Development Strategy; Economic Opportunity Strategy; Water Stewardship Strategy; Land Pricing Policy; the Land Lease Only Policy; and the Recreational Leasing Management Framework.

The mandate of the department of Environment and Climate Change (ECC) is to support, manage and administer the sustainable use of public land in the NWT. Land Management and Administration is considered a core public good and critical infrastructure that needs to be effectively and efficiently managed. In addition, it is important to highlight that land provides for ecological, spiritual, cultural, recreational, and economic goods and services as well as being a predominant and key driver of the NWT GDP. As such, it is critical that lands are managed efficiently and effectively to maximize the benefits to the people of the NWT.

The Administrative Assistant is often the first point of contact for the Division's office with the public and is frequently called upon to exercise judgment regarding knowing when to forward phone calls from politicians or the press to the Director, what meetings take precedence, and what commitments to make on the Director's behalf. The Director relies upon the Administrative Assistant to make decisions about which meetings take priority, to ensure that all requests for meetings are appropriately addressed, and to ensure that background documentation is available when meetings are scheduled.

The Administrative Assistant processes documents of a confidential nature, dealing with staff issues and government initiatives, and must exercise extreme discretion in the execution of his or her duties.

RESPONSIBILITIES

1. Provides administrative support to the Director and Division.

- Coordinates and provides the full range of administrative services to support and enhance the effective administration of the Division.
- Establishes and ensures maintenance of the Land Administration systems and databases, including recording and processing incoming and outgoing hard copy and electronic mail and facsimiles, as well as maintaining Mail Log and the e-Approve system.
- Communicates Director's instructions to appropriate personnel.
- Screens telephone calls and visitors, on behalf of the Director and responds to requests for information.
- Coordinates and schedules appointments, meetings, and conferences for the Director and Managers.
- Attends Director's meetings and meetings with clients and drafts meetings minutes, as required.



- Drafts correspondence (e.g., letters to third parties) on behalf of the Director.
- Formats and finalizes correspondence for the Director's signature.
- Proofreads all Director correspondence, including Ministerial and Executive Council correspondence, to ensure proper format and protocol.
- Works with Administrative Assistants throughout the Department.

2. Provides financial support to the Director and Division.

- Supports the Director in development of the Division's budget.
- Forecasts resource requirements and procures equipment/supplies required by the Division.
- Establishes and maintains the financial control system, including completion of monthly variance and forecast reports.
- Coordinates input required for divisional variance, budget planning (forecasting), and reporting for the Director's consideration.
- Arranges travel bookings and completes travel authorizations and expense reports for all divisional staff.
- Completes VISA reconciliations for all divisional staff.

3. Manages the records of the Division.

- Develops and implements policies for the management of records including the retention, destruction, and archival storage requirements.
- Establishes procedures to identify, maintain and preserve information and vital records.
- Collaborates with the Manager, Information Services in the creation of Operational Records Classification Schedules (ORCS).
- Manages change from paper to electronic records management system.
- Assists in the development, implementation, and maintenance of department-wide record management standards.
- Conducts records management audits within the Division and prepares recommendations for changes in business practices.
- Develops and provides training on records management to Divisional staff.
- Facilitates and leads the development of forward-looking records management initiatives, procedures, and policies.
- Supervises maintenance of filing system in accordance with ORCS/ Administrative Records Classification Systems (ARCS) and ensures that correspondence is properly filed.
- Assists in the implementation and continued support of the GNWT's Digital Integrated Information Management System (DIIMS), including specific divisional user assistance and training.
- Assists with formal requests made under the *Access to Information and Protection of Privacy Act (ATIPPA)*, including locating and amalgamating records.



- Prepares packages of information for presentation to the Departmental ATIPP Coordinator.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of standard office procedures.
- Knowledge of generally acceptable bookkeeping, accounting, and financial procedures.
- Knowledge of ORCS/ARCS.
- Effective communication skills.
- Effective skills in word processing, spreadsheet, data base and presentation programs.
- Interpersonal skills.
- Knowledge of interrelationships within the Department and within government.
- Ability to work under minimal supervision.
- Typing speed - 60wpm.
- Knowledge of GNWT organizations and structure.
- Knowledge of GNWT communications protocols and processes.
- 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:

Grade 12 plus Secretarial diploma and 1 year of relevant 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