



## IDENTIFICATION

Department	Position Title	
Infrastructure	Executive Assistant	
Position Number	Community	Division/Region
33-3261	Yellowknife	Energy and Strategic Initiatives/HQ

## PURPOSE OF THE POSITION

The Executive Assistant to the Associate Deputy Minister, Strategic Infrastructure, Energy and Supply Chains (SIESC) is responsible for providing a wide range of senior administrative services to support the effective and efficient delivery of the SIESC area. They ensure the administrative needs of the management team are met in a manner that ensures the functions of the SIESC are conducted in an effective manner, and in accordance with policies, procedures and directives. The EA works closely with the Associate Deputy Minister in preparing, organizing and monitoring several high-level organizational activities and supports/facilitates numerous special projects.

## SCOPE

The position is located in Yellowknife and reports to the Associate Deputy Minister, Strategic Infrastructure, Energy and Supply Chains (SIESC).

The incumbent performs senior administrative duties for the Associate Deputy Minister and ensures that all written documentation conforms to departmental and governmental formats, procedures and policies and prepares and finalizes all documentation for senior executive approvals. The incumbent is also responsible for the management of the electronic and paper records systems and for overseeing the management of the departmental technical library. The duties of the position are completed within the Government of the Northwest Territories' (GNWT) legislation, policies and procedures including the *Financial Administration Act*, the Human Resource Manual and the Administrative and Operational Records Classification Systems (ARCS and ORCS).

The Executive Assistant deals daily, in person or on the telephone, with a variety of contacts including departmental staff, officials from other departments and governments, representatives from Indigenous organizations, and the general public. The position is the



primary point of contact for senior management and the public the EA must have strong communication and critical thinking skills. The Executive Assistant works with highly confidential and sensitive information such as personnel matters, medical and labor related issues, lawsuits the external and internal complaints and financial information.

## **RESPONSIBILITIES**

### **1. Provides executive administrative support to the Associate Deputy Minister:**

- Responsible for presenting a positive, professional, and competent image for the Executive Office through effective communication, protocols, policies and procedures.
- Acts as administrative first point of contact for internal and external inquiries.
- Receives, reviews, and prioritizes correspondence received for the Associate Deputy Minister.
- Writes and prepares professional correspondence on behalf of the Associate Deputy Minister including letters, reports, and correspondence
- Maintains an efficient electronic and paper filing system for the Executive Office.
- Develops and recommends office procedures and systems, analyzes and resolves office administrative and procedural issues.
- Receives, reviews and prioritizes, all correspondence received for the Associate Deputy Minister and/or distributes to appropriate staff.
- Develops routine correspondence, proofreads and edits letters and minutes, and facilitates the preparation of forms, documents and letters for signature.
- Makes travel arrangements, completes registration processes for conferences and other events, and prepares itineraries on behalf of the Associate Deputy Minister.
- Tracks receipts and reconciles procurement card logs for the Associate Deputy Minister on a monthly basis.
- Receives, screens and forwards inquiries and complaints from the public and Members of the Legislative Assembly, and ensures the Associate Deputy Minister is made aware of inquiries and complaints.
- Secures and coordinates information for responses.
- Ensures that correspondence is followed through in a timely manner.
- Liaises and collaborates with the Associate Deputy Minister and Senior Managers to ensure timely and accurate preparation of briefing documents and or follow up on issues.
- Coordinates the Associate Deputy Minister schedule and liaises with internal and external agencies to accommodate regular and requested meetings as per the organizational priorities.

### **2. Provides senior administrative support services to ensure the effectiveness and efficiency of the day-to-day office administration including the management of electronic and paper records.**



- Maintains a correspondence tracking system including a BF retrieval system and monitors progress on assigned tasks.
  - Coordinates and maintains electronic and paper filing systems including making recommendations for archival and destruction of files and providing records management advice and guidance to staff.
  - Maintains a confidential filing system for human resource documents.
  - Maintains attendance records for senior managers and staff.
  - Makes travel and accommodation arrangements for the ADM and senior managers.
  - Makes venue and catering arrangements for departmental meetings and conferences.
  - Maintains, reconciles and provides payment for purchases of supplies and equipment, ensures procedures are followed and proper authorizations are received.
  - Prepares requisitions and other documents including travel authorizations, expense claims and the disposal of surplus goods and equipment.
  - Supervises library technician including participating in recruitment processes, performance evaluations and approval of leave/attendance.
  - Provides computer and office procedures training to departmental administrative staff and casual employees when required.
  - Provides backup support function to Deputy Minister's Office during short-term absences of the Deputy Minister's Senior Administrative Coordinator.
- 3. Liaises and collaborates with the Associate Deputy Minister's Senior Advisor, the Minister's Executive Administrative Coordinator and Ministerial Special Advisor as required, to resolve issues and facilitate departmental support.**
- Reviews briefing notes, speech material and correspondence for the Associate Deputy Minister's and Minister's signatures and other support materials as required.
  - Coordinates responses to ministerial correspondence, reviewing all correspondence and documents prepared for signature of the Associate Deputy Minister, Minister or Premier to ensure accuracy, quality and consistency within the mandate of the department and direction from the Minister and Associate Deputy Minister.
  - Fulfills the duties of the Minister's Executive Administrative Coordinator during short-term absences when requested.
- 4. Facilitates Special Projects for the Associate Deputy Minister as required.**
- Coordinates, oversees and/or manages special projects and events, as required.
  - Research, analysis, compiles and writes special reports
  - Drafts budgets and tracks expenditures for special events.
  - Liaises and collaborates with teams, working groups and colleagues as required, for follow up, monitoring progress on projects for timely completion
- 5. Responsible for the efficient and effective function of the Executive Office for SIESC**
- Maintains security and confidentiality of information held in the Executive Office.



- Utilizes desktop publishing software to design certificates, cards, badges, etc. as required including facilitating the production of newsletters.
- Maintains leave and attendance records for the Executive Office.
- Obtains, tracks, reviews, codes and submits invoices for signature and forwards invoices, and other financial documents to appropriate Finance staff.
- Receives, dates and forwards in a timely manner to the appropriate individual(s), such human resource related documents as job offers, amendments, extensions, transfers etc. that require Associate Deputy Minister signature.
- Schedules and organizes meetings and appointments; books meeting space; drafts agendas; prepares and distributes meeting materials; records minutes and prepares arising action list and status reports for follow up items and permanent records on a regular and as required basis.
- Schedules and organizes meetings and appointments, books meetings spaces, drafts agendas and distributes meeting materials
- Prepares arising action lists and status reports for follow up items and permanent records on a regular and as required basis.
- Maintains, purchases and tracks office supplies for the executive office.
- Develops and updates organizational charts and job descriptions in conjunction with human resources as required.
- Ensures documents such as contracts, contribution agreements, service contracts etc. are properly signed, witnessed, tracked, filed electronically and submitted to relevant administration staff or sent to external contacts in a timely manner.
- Obtains, tracks, reviews, codes and submits financial documents for necessary signatures and forwards completed financial documents to appropriate staff.
- Maintains security and confidentiality of information held in the executive office.
- Maintains an efficient and highly confidential filing system for the Executive Office develops and recommends office procedures and systems, analyzes and resolves administrative and procedural issues.
- Responsible for disseminating, filing and posting finalized policy and procedure documents.
- Maintains electronic and paper filing system for the executive office, utilizing the Government of the Northwest Territories (GNWT) Administrative Records Classification System (ARCS) and Organizational (ORCS) system.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.



### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

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

- Knowledge of office and administrative procedures.
- Knowledge of GNWT structures, protocols and processes.
- Interpersonal skills and the ability to communicate effectively both orally and in writing, and to use tact and diplomacy when dealing with others.
- Knowledge of computers and various software including Microsoft Word, Excel, PowerPoint and Digital Integrated Information Management System (DIIMS) software such as OpenText.
- Knowledge of financial and human resource management software such as Oracle's PeopleSoft, SAM (System for Accountability and Management).
- Knowledge and skills with records management and GNWT's ARCS/ORCS.
- Ability to assume responsibility without direct supervision, ability to exercise initiative and sound judgment.
- Organizational skills and the provision of a high level of service to both the employer and the public.
- 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:**

A diploma in Office Administration with two years' administrative or office management 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