



IDENTIFICATION

Department		Position Title	
Department of Health and Social Services		Administrative Assistant	
Position Number	Community	Division/Region	
49-13639	Yellowknife	Policy, Legislation and Communications	

PURPOSE OF THE POSITION

The Administrative Assistant provides a full range of administrative support to the Policy, Legislation and Communications division, in accordance with Government of the Northwest Territories (GNWT) formats, procedures and policies.

SCOPE

Located in Yellowknife, the Administrative Assistant reports to the Director Policy, Legislation and Communications division, and is responsible for ensuring appropriate formatting, routing and tracking of Cabinet submission packages, statutory appointments, agreements, intergovernmental and Standing Committee correspondence. As well, this position supports the development of briefing notes, coordinating and maintaining the filing system for the division, purchasing and financial tracking, booking and scheduling travel, accommodation and other related administrative support.

The Division provides the technical and operational support for the 32 pieces of legislation under the umbrella of the Department of Health and Social Services (DHSS), supports the development and assessment of agreements and is responsible for the coordination of intergovernmental, federal, provincial, territorial (FPT), and provincial and territorial (PT) forums, briefing materials for meetings and to support the Director, Senior Executive Team, Deputy Minister and Minister to carry out their respective roles. The division organizes and coordinates the development of Cabinet submission packages, legislative proposals, correspondence with Standing Committee, Members of the Legislative Assembly, Responses to motions, oral and written questions and media requests.

The Administrative Assistant supports the Policy, Legislation and Communications division team to work with all divisions in the Department, the Health Authorities, interdepartmentally as well as a wide range of intergovernmental support networks, working groups and committees to advance a complex and ever-changing regulatory environment that support the provision of health and social services across the 33 communities of the Northwest Territories (NWT).

There is an expectation of all GNWT positions that the incumbent will embrace a diverse workplace that demonstrates the principles of inclusivity and cultural safety in all interactions and all interactions demonstrate respect and inclusion and are aligned with GNWT policies and procedures.

The incumbent may experience a high pressure work environment with periods of higher volume during preparation for and during Session and when project specific deadlines are approaching.

RESPONSIBILITIES

1. Provide support to the Director, Policy, Legislation and Communications to ensure overall efficiency and effectiveness.

- Proof read, format and route correspondence, submissions, forms and agreements for the signature of the Director.
- Ensure that correspondence is appropriately directed and that recipient lists are accurately reflected with current contact information particularly for Community and Indigenous Government.
- Organize meetings, calendar invites, Director's schedule, maintain various calendars for FPT/PT, session, track routing and submission schedules for working groups and committee participation, leave and deadlines.
- Provide administrative support to the managers as required.
- Make travel arrangements for the Director and staff.
- Manage confidential information by controlling access and coordinate appropriate storage and disposal with the Records Coordinator.
- Take minutes in a variety of meetings for the Director.
- Assist in the preparation of briefing binders, including hard and e-copies.
- Ensure that confidentiality is maintained.

2. Manage communications to ensure that the divisions provide consistent, accurate and timely information.

- Ensure prompt information flow from the Director and other sources by reviewing all requests for information to determine if they require the attention of the Director and/or referring them to the appropriate individual.
- Sort, log and forward incoming mail, maintaining and updating the mail log system of correspondence and outstanding assignments.
- Review incoming mail and providing the relevant back-up material including previous correspondence, files, etc.

- Coordinate and track all correspondence and documents prepared by divisional staff for the Director, ADM, DM and Minister.
 - Organize conference calls for the Director and divisional staff when required.
 - Coordinate, revise and maintain and update divisional reference manuals related to GNWT legislation, policies, standards and protocols, as required.
- 3. Provide support to the divisional managers and program staff as required, and to other divisions to ensure overall efficiency within the DHSS.**
- Provide administrative support to managers and program staff, for example, filing program and client related documents, correspondence, and materials.
 - Schedule boardrooms, teleconferences, as well as aiding in the scheduling of off-site venues and catering for training.
 - Assist with preparation for training events.
 - Records management activities including accurate and appropriate filing and maintaining retention schedules.
 - Purchase materials as needed including office supplies and coordination of pick-up.
 - Assist with the acquisition, set up and maintenance of equipment as needed.
- 4. Support the legislated responsibility to manage statutory appointments under the various Acts and Regulations under the DHSS.**
- Prepare the appointment, designation, and revocation of statutory appointments under the appropriate legislation for the review of the Director.
 - Prepare correspondence and routing statutory appointment packages for all statutory appointments.
 - Establish and maintain a tracking system for statutory appointments in accordance with the appointment schedule.
 - Maintain a file system for divisional correspondence in accordance with the Department's records management system.
- 5. Support the Director and divisional staff by ensuring the divisional requirements under the Financial Administration Act are met.**
- Prepare and examine purchasing and hospitality requests, travel warrants and accommodation warrants are used in an appropriate manner, as set out in the Financial Management Manual
 - Prepare and finalize travel advances and authorization forms for the Director and ensure that all appropriate documentation is obtained for payment processing.
 - Reconcile monthly Visa purchases/statements as per Visa One processes.
 - Prepare contracts for signing as required.
 - Coordinate payment of invoices for contracts.
 - Financial tracking.
 - Purchase and maintain an inventory of divisional supplies.

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

- Computer skills including Microsoft Word, Excel, and Outlook.
- Knowledge of administrative/clerical procedures.
- Knowledge of filing systems.
- Administrative skills and time management skills.
- Problem solving skills and the ability to provide attention to detail.
- Proof reading, English language and grammar skills, and verbal and written communication skills.
- Telephone and reception skills.
- Organizational skills and ability to work within defined timelines.
- Ability to prioritize and address competing demands.
- Ability to learn and to apply relevant learning to financial management processes.
- Ability to work independently and exercise judgement when prioritizing and dealing with sensitive information.
- Ability to refocus and switch priorities given the situation when and as needed.
- Ability to learn and apply learning relating to the organizational structure of government.
- Ability to develop and maintain respectful and positive relationships with colleagues in the division and the department.
- 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:

An Administrative/Secretarial Diploma combined with 2 years of relevant experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- ☐ 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