



## **IDENTIFICATION**

<b>Department</b>		<b>Position Title</b>	
Health and Social Services		Administrative Assistant	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>	
49-14587	Yellowknife	Infrastructure Planning and Innovation and Project Management	

## **PURPOSE OF THE POSITION**

The Administrative Assistant provides secretarial and administrative support to the Director of Infrastructure Planning and the Director of Innovation and Project Management. The Administrative Assistant carries out these functions in accordance with GNWT acts, regulations, policies and governmental and departmental procedures. The position also assists the Directors to coordinate the activities of the divisions.

## **SCOPE**

Located in Yellowknife and reporting to the Director, Infrastructure Planning, the Administrative Assistant controls the information flow and is the initial point of contact with other divisions, the public, Northwest Territories Health and Social Services Authority (NTHSSA) and government and non-government organizations.

There are two Directors and up to 11 staff members responsible for a wide range of Health and Social Services projects and activities with a high degree of interaction with other divisions in the department, the Deputy Minister's office, other departments and jurisdictions across Canada.

The position collects, directs and manages information coming into the Infrastructure Planning and Innovation Project Management units in order to facilitate interdivisional and interdepartmental communication. It functions in an environment where a high volume of work is produced and very sensitive issues are addressed. There are administrative demands, many which are conflicting, being made constantly and priorities are ever changing which must be addressed in a timely manner. There are recurring and unplanned periods of high pressure, especially during sittings of the Legislative Assembly, project milestones, contract expert visits and workshops. The incumbent must be self-directed and able to work under pressure and exercise sound judgment.

## **RESPONSIBILITIES**

### **1. Provide support to the Director of Infrastructure Planning and the Director of Innovation and Project Management to ensure overall efficiency and effectiveness.**

- Coordinate the scheduling of meetings on behalf of the Directors and other staff;
- Provide administrative support to the Directors, staff and consultants as needed;
- Make travel arrangements for the Directors and other staff;
- Organize and coordinate conferences and workshops;
- Provide minute taking as needed;
- Manage highly confidential information by controlling access and coordinating appropriate storage and disposal;
- Format and profile briefing notes and other materials;
- Ensure a clean work environment for the divisions;
- Ensure an informed work environment by maintaining all information materials and bulletin boards; and
- Ensure a safe work environment through active participation in occupational health and safety (OHS) for the divisions.

### **2. Manage communications to ensure Infrastructure Planning and Innovation and Project Management are provided with consistent, accurate and timely information**

- Maintain a BF (bring forward) system and follow up to correspondence;
- Compose routine correspondence for the Directors;
- Format and route correspondence prepared by divisional staff for the signature of the Director(s), Assistant Deputy Minister(s), Deputy Minister and Minister, under the direction of the Executive Secretary;
- Monitor the quality of correspondence submitted to the Directors to ensure it responds to the issue and conforms to the requirements for quality and format;
- Ensure prompt information flows from the Directors and other sources by reviewing all requests for information to determine if they require the attention of the Directors and/or referring them to the appropriate individual;
- Sort, log and forward incoming mail to the Directors or staff;
- Review incoming mail and provide relevant back up material including previous correspondence, files, etc.;
- Review outgoing mail to ensure proper attachments etc. are included;
- Maintain and update the mail log system of correspondence;
- Send, receive and distribute faxes; and
- Coordinate, store copies, and track all correspondence and documents prepared by the divisional staff for the Director(s), Assistant Deputy Minister(s), Deputy Minister, Minister, and Premier.

### **3. Provide managerial support to the Directors and Divisional staff.**

- Maintain the Directors' schedules and the Directors' contacts;
- Maintain the Directors' emails and send emails on behalf of the Directors when requested; and, other duties as required.

**4. Ensure the Division's responsibilities under the *Archive's Act* for the Management and preservation of records are met.**

- Maintain a file system for divisional correspondence in accordance with the Department's records management system;
- Work with the Department's Records Coordinator to develop and implement an approved retention schedule for the division's files; and
- Ensure maintenance of accurate current files.

**5. Support the Directors by ensuring the divisions' requirements under the Financial Administration Manual are met.**

- Prepare and examine all travel to ensure it is done as set out in the Financial Administration Manual, and/or by Financial and Employee Shared Services (FESS);
- Prepare and finalize travel and authorization forms for the Directors and ensure that all appropriate documentation is obtained for payment processing;
- Purchase required divisional items for the Directors and staff;
- Purchase and maintain an inventory of divisional supplies and coordinate purchasing with the other administrative assistants in the department; and
- Maintain a log of all purchases to ensure correct reconciliation of all credit cards and Purchase Orders.

**6. Provide human resources support to the Directors.**

- Maintain the monthly Leave and Attendance register;
- Keep the sign in and sign out board current in regards to staff movements;
- Provide orientation, mentoring and administrative leadership to new staff;
- Remain current on changes to the Collective Agreement, NWT Human Resource Manual policies and guidelines to support the Directors and staff;
- As appropriate, ensure that proper procedures are followed, as outlined in the Collective Agreement and following up with Directors on deviation from proper procedures; and
- Maintain a confidential human resources folder for the Directors.

**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 office and administrative procedures including, government procedures, administrative information systems, the collective agreement, Executive and Legislative Assembly procedures, and the NWT Human Resource Manual.
- Knowledge of ORCS / ARCS (Operational Records Classification / Administrative Records Classification Systems) records management filing systems.
- Interpersonal skills and communication skills, both oral and written.
- Computer skills in word processing, databases, spreadsheet software, Internet and electronic communications, and schedulers
- Ability to organize and prioritize and work under pressure and with tight deadlines.
- Ability to work with minimal direction and supervision.
- Ability to maintain mail tracking systems.

### **Typically, the above qualifications would be attained by:**

A high school diploma and two years of relevant work experience.

A certificate in Office Administration is preferred.

## **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