



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Executive Secretary	
Position Number	Community	Division/Region
71-0417	Yellowknife	Directorate/ HQ

PURPOSE OF THE POSITION

The Executive Secretary position resides within the Education, Culture and Employment Directorate and is responsible for providing a full range of senior secretarial and administrative services to four Assistant Deputy Ministers and other members of the Directorate as required.

SCOPE

Located in Yellowknife, the Executive Secretary reports to the Assistant Deputy Minister of Education and Early Childhood, and is responsible for administrative services for four Branches, including all correspondence and documents received for the Assistant Deputy Ministers. Documents are then forwarded to appropriate Directors and Superintendents for response. The Executive Secretary manages the flow of paper to the Directors' Administrative Assistants and tracks all branches' activities.

The incumbent interacts directly with the public, other departments, Indigenous organizations, headquarters and regional staff and non-government organizations.

The incumbent is required to work independently and may encounter tight deadlines and a high volume of work especially during Legislative Assembly Session, Financial Management Board submission deadlines, Cabinet deadlines, and Fiscal Year End.

RESPONSIBILITIES

1. Provide administrative support to the Directorate.

- Review and prioritize all correspondence received for the Assistant Deputy Ministers.
- Draft as required, letters for review/signature by the Assistant Deputy Ministers, Deputy Minister, Associate Deputy Minister or Minister.



- Accurately transcribe correspondence, briefing notes, reports, information items and other documents as required.
- Handle correspondence containing information of a personal, restricted, and protected nature appropriately.
- Review for correct format and accuracy, correspondence and other documents for signature by the Assistant Deputy Ministers, Deputy Minister, or Minister.
- Liaise with appropriate divisions to ensure the timely and accurate preparation of documents as required by the Assistant Deputy Ministers, Deputy Minister, or Minister.
- Cooperate / collaborate with others in the Directorate to ensure a smooth and efficient transition of work and correspondence between the offices of the Minister, Deputy Minister, and Assistant Deputy Ministers.
- Screen and direct incoming phone calls and assist where suitable.
- Offer assistance to other staff and the public, as required.
- Direct more complex inquiries to appropriate departmental staff.
- Log incoming and outgoing correspondence in a manner so as to ensure easy tracking and follow up.
- Maintain and/or ensure up-to-date filing systems are in place for all correspondence to be retained.
- Liaise and collaborate with the Deputy Minister's Senior Administrative Coordinator to resolve issues to ensure departmental support is provided.
- Arrange, record and transcribe minutes for the Directorate as required
- Provide back-up for the Deputy Minister's Senior Administrative Coordinator.
- Daily liaison with divisional administrative assistants, providing assistance and direction as required.

2. Provide support to the Directorate.

- Facilitate travel arrangements, and ensure necessary travel authorization is obtained, and hotel accommodation and associated travel arrangements are completed, and claims are submitted in an accurate and timely manner
- Ensure an accurate and timely flow of outgoing correspondence by ensuring daily deliveries are made to other departments and agencies.
- Maintain an up-to-date list of contacts that may be required by the Directorate.
- Ensure adequate office supplies are available in the Directorate.
- Supervise, mentor and guide divisional administrative assistants, casuals, summer students, etc. as required.

3. Maintain accurate and readily accessible records for the Directorate.

- Keep chronological files for letters, memorandum, reports and other documents.
- Retrieve specific correspondence from files when required.
- Maintain and follow up regularly on a detailed and accurate bring-forward system for the Assistant Deputy Ministers' and/or Directorate.



- Forward and/or return copies of correspondence to appropriate divisions for filing.
- Maintain the Assistant Deputy Ministers' confidential, personal, and personnel files.
- Coordinate, along with the Deputy Minister's Senior Administrative Coordinator, logistics for meeting of Deputy Minister and Assistant Deputy Ministers.

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 executive office administration.
- Knowledge of and/or the ability to acquire and apply knowledge of relevant GNWT policies, procedures and guidelines.
- Ability to acquire knowledge of the north, its environment, political and social milieu.
- Ability to acquire knowledge of mail systems, and Operational and Administrative Records Classification (ORCS/ARCS) systems.
- Verbal and written communication skills, including proofreading skills, English grammar, internet and electronic communications.
- Computer skills in word processing, database, spreadsheet software, presentation software, tablets/iPads and correlating software.
- Skills relating to interactions in person or on the telephone with a variety of contacts, including departmental staff, officials from other government departments, representatives from a wide variety of organizations and the general public.
- Ability to problem-solve, organize, plan, and coordinate.
- Ability to exercise personal judgement, tact and discretion in preparing, disclosing and handling information of a confidential and/or sensitive nature.
- Ability to make decisions in order to meet deadlines and manage workloads that include multiple assignments with potentially conflicting priorities.



- Ability to mentor administrative colleagues that do not report directly, and coordinate work assignments with others.
- Ability to work independently, in time-sensitive situations, with attention to detail.
- Ability to build and maintain a good working relationship with colleagues throughout the organization, and with partner organizations.
- 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 Secretarial / Office / Business Administration Diploma and one (1) year of related 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