

JOB DESCRIPTION

BCGEU

1. Position No. TBD	2. Descriptive Working Title Indigenous Relations Assistant		3. Present Classification Clerk 4
4. Department Indigenous Relations	5. Branch/Section Executive Office	6. Work Location Telework Eligible	Date October 2021
7. Position No. of Supervisor 80195	8. Descriptive Work Title of Supervisor Director, Indigenous Relations		9. Classification of Supervisor Excluded Management
10. Job Summary:			

Reporting to the Director Indigenous Relations, the Indigenous Relations Assistant is responsible for providing administrative and research support to the Indigenous Relations Team to ensure the effective development, delivery, and advancement of programs and initiatives. He/she/they assists with planning and organizing events and meetings, helping with internal and external projects, and liaising with external stakeholders such as non-profit societies, community groups, and other government agencies to support achievement of program objectives.

11. Duties:	
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1. Provides administrative support to the Director, Indigenous Relations and the Indigenous Relations Team as needed, including managing calendar, contacts, arranging meetings, drafting correspondence, and liaising with other branches/departments and external stakeholders. Prepares templates, produces reports, creates and maintains standard databases and spreadsheets, prepares presentations for internal and external audiences, using Microsoft Office applications.
2. Ensures adequate documentation, filing and record keeping for Indigenous Relations projects and programs as required. Tracks and maintains the necessary information in required systems and databases as needed.
3. Generates program and project reports on both regular and ad hoc basis, conducts preliminary analysis of issues and trends, and provides feedback.
4. Monitors the allocated budgets, ensuring all contributions, revenue sources and expenditures are accounted for, reports on budget status on a monthly, quarterly and year-to-date basis. Processes invoices for payment, and expense and travel reports including coding and reconciling purchase card expenditures.
5. Assists with administration of consultant/contractor services, including preparation of Requests for Proposals (RFPs) based on information provided, initial review of proposals, and provision of information for post-completion consultant performance reviews. Provides assistance in the review and evaluation of proposals, as needed.
6. Liaises with Communications branch by providing regular updates on initiatives led by the Indigenous Relations Team. Duties include content creation and promotion plans for both BC Housing's intranet and internet, as well as social media and other communication channels.
7. Provides orientation and training of administrative processes and procedures to new and existing staff.
8. Assists with the planning and logistics coordination of activities and events related to the initiatives led by the Executive Office, in particular focusing on Indigenous relations. Duties including scheduling events, preparing and circulating agendas, coordinating preparation and distribution of materials, organizing venue or video conference, catering services, travel and accommodation for internal staff and external partners (e.g., contractors assigned to projects).

9. Acts as an administrative liaison and maintains an effective working relationship with other branches, staff, and external stakeholders to gather and provide information and conduct various administrative tasks to support the focused delivery of Indigenous Relations programs and services.
10. Assists with conducting research and collecting information for status reports, briefing notes, presentations, meetings, Executive Committee Submissions, Reconciliation and Progressive Aboriginal Relations (PAR) certification.
11. Participates in the development and enhancement of business tools, templates, and processes to support departmental functions and proactively identifies opportunities for improvement.
12. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

STAFFING CRITERIA

1. Position No. TBA	2. Descriptive Working Title Indigenous Relations Assistant	3. Present Classification Clerk 4
4. Education, Training and Experience		

Secondary school graduation plus completion of post-secondary courses in office or business administration from a recognized educational institution

Considerable progressive related experience in office administration

Considerable experience working with Indigenous groups

Or an equivalent combination of education, training and experience acceptable to the employer

5. Knowledge, Skills and Abilities

Core Competencies:

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
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- Sound knowledge of the processes and practices of office administration
 - Sound knowledge and understanding of government and community agencies and the services they provide
 - Ability to conduct research and prepare reports and correspondence
 - Ability to exercise tact, diplomacy, and sound judgement when dealing with a variety of audiences
 - Ability to work effectively and build relationships with a broad range of organizations and individuals
 - Ability to work independently and part of a team, in a fast-paced deadline-oriented environment while managing a number of projects and tasks simultaneously
 - Ability to learn and understand new and emerging IT systems related to the operation of large government organizations
 - Ability to keyboard at least 50 words per minute
 - Excellent organizational, time management, and prioritization skills
 - Excellent analytical, research, and problem-solving skills
 - Excellent verbal and oral communication skills, with proficiency in the use of grammar, spelling, and punctuation
 - Proficient in the use of Microsoft Office Applications including MS Word, Excel, and Power Point

6. Occupational Certification
