

1. Position No. 81897	2. Descriptive Working Title EXECUTIVE ASSISTANT		3. Present Classification Excluded Support
4. Branch STRATEGIC BUSINESS OPERATIONS AND PERFORMANCE	5. Department RESEARCH	6. Work Location Hybrid – Site Central	Date Sept 2022
7. Position No. of Supervisor 33044	8. Descriptive Work Title of Supervisor EXECUTIVE DIRECTOR, RESEARCH		9. Classification of Supervisor Excluded Mgmt

POSITION SUMMARY

Reporting to the Executive Director, Research, the Executive Assistant is responsible for managing the efficient administration of the office of the Executive Director, as well as supporting research related activities. He/She/They acts as a copy editor on reports and publications developed by the Research team, including proofreading for errors and verifying compliance with established standards. The position performs executive administration functions for the Research team and acts as an administrative liaison with other branches and external contacts.

MAJOR RESPONSIBILITIES

1. Manages the smooth and efficient operation of the office of the Executive Director by establishing administrative systems and processes and ensuring effective and efficient organization of the work.
2. Assesses the urgency and importance of various matters, uses sound judgment in responding quickly to emerging issues and changing priorities, independently researches and handles a wide variety of issues and informs the Executive Director of matters requiring his/her/their attention.
3. Prepares ExCom and Community Relations Committee submissions for the Executive Director to present for approval.
4. Coordinates data and file management for the entire team including creating and managing new research related files, sorting and storing files, archiving, and sending files to Records and Information Centre (RIC) for off-site storage in accordance with provincial ARCS/ORCS requirements. Leads the electronic data storage function by monitoring the various electronic folders on the server, ensuring appropriate access is granted to each folder and consolidating electronic folders to remove redundancies.
5. Proofreads the reports and publications created by the Research team by correcting grammar, spelling and syntax errors, checking for the usage of inclusive language (e.g., all pronouns), verifying compliance of citations with the standard citation style established by the Research team, and confirming tone and voice for ensuring the alignment with the established standards.
6. Manages the Executive Director's calendar and coordinates the booking of meetings and travel for the Executive Director and the team. Prepares agendas, coordinates the preparation of meeting materials, and records and distributes minutes. Ensures travel and accommodation for the team and external consultants are coordinated and arranged in accordance with current guidelines. Assists the Executive Director and the team with their expense reimbursement processes.
7. Purchases select goods and services in accordance with purchasing policies and practices. Acts as a P-card Administrator for the research team and assists the team with P-card coding and expense management.

8. Plans, organizes and coordinates forums, special events and other important meetings including establishing agendas, coordinating the preparation and distribution of materials, and organizing venue, speakers, travel and accommodation; attends meetings as required.
9. Works closely with the Executive Director, Project Coordinator and other managers in the development of the annual budgets for the team and monitors general expenditures to ensure they fall within approved budget limits. Advises Executive Director of emerging budget issues and drafts budget analysis reports for the team.
10. Coordinates departmental communications and correspondence internally and externally. Prepares correspondence for the Executive Director, some of which is sensitive or confidential including documents of human resource and labour relations impact.
11. Ensures the research website is updated regularly and acts as the key contact person for general telephone and departmental website enquiries. Acts as the key contact person for the research team when liaising with other departments for meeting the team's needs.
12. Participates as a member of the research team in the development of plans and discussion of issues impacting business or operating strategies; provides advice and counsel from an administrative perspective regarding emerging issues.
13. Acts as administrative liaison and maintains a positive working relationship with other branches/departments and external stakeholders, including representing the department on committees and in meetings; attends meetings with the Executive Director and/or managers to ensure that administrative services which are agreed to are implemented and completed.
14. Performs other related duties that do not affect the nature of the job, including conducting special studies, making presentations and participating in task force, project teams and committee work.

ORGANIZATION

The Executive Assistant reports to the Executive Director, Research.

No positions report to the Executive Assistant.

QUALIFICATIONS

Education, Experience and Occupational Certification

Diploma in commerce or business administration.

Considerable experience in managing the administrative aspects of the office of an Executive.

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

Knowledge, Skills and Abilities

Core Competencies

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented

Sound knowledge of the principles and practices of managing the administrative activities for the office of a senior level director.

Sound knowledge of information technology, business processes and practices.

Sound knowledge of equity, diversity, inclusion and belonging (EDIB) principles and how they need to be integrated into communication materials.

Ability to learn and understand the departmental policies, programs, and operating requirements.

Ability to exercise judgment, diplomacy, and tact in dealing with confidential matters.

Ability to manage multiple issues and projects, co-ordinate work with others, keep management and staff apprised of major issues and adapt to changing priorities.

Ability to foster solid working relationships with internal and external stakeholders to accomplish goals.

Good conflict resolution, consensus building and interpersonal skills.

Excellent verbal and written communication, organizational, analytical, problem solving, time management and expediting skills.

Excellent proofreading and editing skills.

Excellent computer skills with a good understanding of IT systems, including a high level of technical proficiency with Microsoft Office, including Word, Excel, and PowerPoint.