

1. Position No. 80079, 80637, 80079	2. Descriptive Working Title EXECUTIVE ASSISTANT	3. Present Classification Excluded Support	
4. Branch DEVELOPMENT STRATEGIES	5. Department DEVELOPMENT & ASSET STRATEGIES	6. Work Location Telework Eligible	Date April 2015; Revised Mar 2022
7. Position No. of Supervisor 63027 80055	8. Descriptive Work Title of Supervisor VICE PRESIDENT, DEVELOPMENT AND ASSET STRATEGIES ASSOCIATE VICE PRESIDENT (DAS)	9. Classification of Supervisor Excluded Management	

POSITION SUMMARY

The Executive Assistant is responsible for the managing the efficient administration of the office of the Vice President (VP) or Associate Vice President (AVP), as well as ensuring new staff are set up with the supplies, software and equipment they require, running reports, coordinate regular meeting for branch administration team, participate in coordinating team building activities, work with Regional administrative staff to organize and store project development inquiries. He/She/They monitors the Development Strategies budget and prepares budget analysis reports, coordinates departmental communications and regional training initiatives. The position is the technical resource for information systems and the administrative liaison with other departments/branches and external contacts.

MAJOR RESPONSIBILITIES

1. Manages the smooth and efficient operation of the office of the Vice President or Associate Vice President by establishing administrative systems and processes and ensuring effective and efficient organization of the work.
2. Manages the flow of information between the VP or AVP and the Senior Management team; assesses current and emerging issues and priorities, and provides feedback and recommendations regarding the management of high profile, urgent or sensitive matters; facilitates the completion of projects and activities by the senior managers and, on behalf of the VP or AVP, ensures the department fulfils its commitments and effectively responds to urgent or critical situations.
3. Responds quickly to emerging issues and changing priorities using sound judgement in assessing the urgency and importance of various issues requiring the attention of the VP or AVP. Independently researches and handles a wide variety of issues and determines which regional manager should handle specific priority items.
4. Develops, recommends and implements actions, strategies, policies, standards and procedures to ensure the effective, efficient provision of administrative services to the management team within the Branch. Conducts or participates in comprehensive reviews of branch procedures, provides expertise and support in developing new administrative systems and processes, identifies policy and procedural gaps and provides advice and input into branch administrative operations; develops and maintains the branch administrative Policy and Procedures Manual.
5. Manages the VP or AVP's calendar, prioritizes meetings, schedules, assignments and travel arrangements. Ensures that the Regional Calendar is current and all staff are utilizing this tool. Manages the time keeping and vacation schedule for all management staff.

6. Plans and coordinates meetings, training sessions, lunch & learns, and team building events, including room bookings, catering and travel arrangements. Prepares agendas, coordinates the preparation of meeting materials, and records and distributes minutes.
7. Reviews items submitted to the VP for approval for appropriateness and compliance. Reviews branch Executive Committee submissions, arranges for approvals, and for submissions to be added to the Executive Committee agenda.
8. Acts as the liaison between the VP and the Capital Review Committee Chair, reviewing branch Board of Commissioners submissions, arranges for approvals, and for submissions to be added to the Capital Review Committee/ Board of Commissioners agenda.
9. Manages procurement administration of goods and services from external consultants and other suppliers including preparing and distributing RFPs and other documents, monitoring contractor/consultant adherence to contract provisions and performance criteria, ensuring the department receives good value for money, and processing invoices. Purchases select goods and services in accordance with purchasing policies and practices.
10. Manages the development and implementation of tracking systems and monitors regional or as appropriate Provincial projects and financial commitments, advising the VP or AVP and other senior regional managers of issues of concern. Reviews and updates the Business Continuity Plan.
11. Acts as the Branch technical resource for information systems; assesses and resolves problems, or refers difficult issues to the appropriate IT specialist for resolution as necessary; participates in the assessment of system requirements, coordinates with the IT department the implementation of new or enhanced information system hardware and software.
12. Develops and enhances business and reporting tools, reports and templates, provides orientation, training and support to staff on new and changed systems and processes.
13. Works closely with the VP or AVP and other senior regional managers in the development of the annual budget for the region and monitors expenditures to ensure they fall within approved budget limits. Advises of emerging budget issues and drafts budget analysis reports. Monitors expenditures and tracks reviews and group home inspections; approves payment within delegated financial limits
14. Coordinates branch communications and correspondence internally and externally. Prepares correspondence for the VP or AVP, some of which is sensitive or confidential including responses to grievances, disciplinary letters involving suspension or dismissal, and other documents of human resource and labour relations impact. Ensures the regional website is updated regularly and acts as the key contact person for general telephone and departmental website enquiries
15. Develops training plans and organizes training for branch staff, coordinates the scheduling of employees for learning and training sessions, and works with the Human Resources Branch to develop training programs.
16. Monitors and codes education requests, travel claims, invoices, purchasing and other documents for the VP and senior management team's approval, ensuring accuracy and compliance to policy and signing authority limits.
17. Participates as a member of the senior management team in the development of branch plans and discussion of issues impacting business or operating strategies; provides advice and counsel from an administrative perspective regarding emerging issues. Prepares and distributes agendas and meeting materials and takes minutes. Participates on the Occupational Health and Safety Committee.
18. 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 VP or AVP and/or senior regional managers to ensure that administrative services which are agreed to are implemented and completed.
19. 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 Vice President, Development and Asset Strategies, or an Associate Vice President.

No positions report to the Executive Assistant.

QUALIFICATIONS

Education, Experience and Occupational Certification

Diploma in commerce or business administration or other relevant field.

Considerable experience in managing administration activities within a fast paced, complex environment.

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 practices of managing an office for a senior executive.

Considerable knowledge of the branch's policies, programs and operating requirements.

Good knowledge of the management, business and administrative practices of capital asset management projects.

Ability to assess branch requirements, develop new administrative approaches to conducting business and lead the planning and implementation of these changes.

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

Ability to foster strong working relationships with internal and external stakeholders to accomplish objectives.

Ability to exercise judgement, diplomacy and tact in dealing with the varied day to day issues.

Excellent conflict resolution, consensus building and interpersonal skills

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

Proficiency in the use of computer applications including Microsoft Word, Excel, Powerpoint, Access, and Project.