

Ministry

Advanced Education

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Executive Assistant

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The position's main administration role is to provide executive support to the Executive Director of the International, Research and Innovation Branch.

The position requires in depth knowledge of branch responsibility areas and the information technology systems used by staff, such as 1GX and the Action Request Tracking System (ARTS). It performs a lead role and coordinates the operational needs of the areas. This includes the delivery of administrative support services in a fast paced, high volume environment; coordination of information requests received from internal and external clients; and liaising with staff from across the division, the Assistant Deputy Minister's and Deputy Minister's offices; the timely coordination of the workflow of correspondence, briefings, and ministerial requests for the branches utilizing ARTS; and acting as the workplace administrator in 1GX.

Some of the key functions include: 1) liaising with the ADMO and other EDOs in the department and across the GoA, 2) coordinating administration of the Executive Director's Office (managing the ED's calendar, scheduling meetings and resolving scheduling conflicts, providing daily updates on priorities and timelines, screen and prioritize requests, issues, and correspondence, ensure completeness of materials routed for the review by the ED, managing travel and other expenses, managing budget transactions and keeping the branch budget information up to date); 3) scheduling regular branch meetings and developing agendas for these meetings, as well as arranging for logistics; 4) Management of the ARTS system in EDO.

Other critical functions include: 1) implementing administrative policies and procedures in the EDO, 2) Ensuring functionality of the equipment for the EDO (printer, office supplies, ensuring IT support is available when needed by submitting BERNIE requests); 3) Assisting with on-boarding of new staff; 4) Support ED's event planning as needed; 5) Providing advisory role to other administrative staff within the division for inquiries and training on administrative policies and procedures for the department, ministerial correspondence, letters, memoranda, briefings, 1GX, and ARTS protocols and templates.

The position provides a advisory role to other staff within the division for inquiries and training on administrative policies and procedures for the department, ministerial correspondence, letters, memoranda, briefings, 1GX, and ARTS protocols, policies and procedures.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Executive Director's Office Administration: Ensuring the efficient and effective operation of the Executive Director's office and supporting Executive Director's branch within the division.
 - Provide administrative assistance and support to the Executive Directors, Directors, Managers, and branch staff as required.
 - Establish and prioritize daily office activities of the Executive Director's office by reviewing calendars; scheduling appointments with staff, clients, and stakeholders; booking boardrooms; assembling and organizing logistics and background materials for meetings; and organizing teleconferences.
 - Make travel/accommodation arrangements and schedule meetings;
 - Manage the supply needs of the branch. Order, receive and verify ordered supplies and stock. Process and route packing slips and any invoices received for payment.
 - Create and maintain paper and electronic filing systems for the Executive Director's office and branch.
 - Administration of contracts, including creating and reviewing contract documentation to ensure completeness, accuracy and compliance with policies and procedures,
 - Assist the Executive Director, Directors and Managers by researching files containing past correspondence to gather relevant pieces of information to coordinate a response on a specific topic.
 - Provide administrative assistance and policy interpretation to branch staff , providing information, explanation and interpretation regarding administrative policies and procedures, such as claiming travel expenses, staff development, human resource issues, and action requests.
2. Operational Support: Ensuring coordination of operational support processes and services to facilitate effective communication within the branches.
 - Liaise with the Assistant Deputy Minister's office and Executive Director's office to ensure deadlines are met and administrative support efforts are consistent and coordinated.
 - Liaise with department staff regarding purchasing, scheduling of conference rooms, telephone issues, parking, records disposition, document recall, and distribution of government materials.
 - Assume leadership as required on special projects to enhance the efficiency and effectiveness of sector administrative procedures (i.e. revise, distribute, and maintain ARTS Reference Manual for ministry staff).
 - Review incoming correspondence , prioritizing issues and taking appropriate action, as well as tracking and following up on tasks and action items to ensure that tasks have been completed within prescribed deadlines.
 - Liaise with department staff, other government agencies and departments, the public, and institutional stakeholders.
 - Represent the branches and act as worksite contact at various department meetings regarding items such as telephone systems, technical equipment and training, as well as process and administrative purposes (i.e. FOIP administration and furniture acquisition).
3. ARTS Administration: Ensuring coordinated, timely, accurate, and appropriate responses to a high volume of action

requests within the sector.

- Provide branch administration of action requests utilizing ARTS.
- Coordinate action requests. Assign, distribute, track, monitor, review, and edit action requests for branches, ensuring that all documents are processed within deadlines, and adhere to the ministerial policies, guidelines and procedures.
- Provide ARTS guidance and support to the staff as required.
- Liaise with Assistant Deputy Minister's office and Executive Director's office regarding action requests and outstanding issues. Provide updated information or further instructions if required.

4. Financial Administration: Ensuring accurate and timely recording and reporting of financial resources.

- Review, process, monitor and prepare financial documentation in 1GX, which includes coding, verifying the accuracy of, and processing invoices for payment; tracking expenditures; and preparing fiscal year-end accrual documents. Inconsistencies and anomalies found within invoices must be resolved by contacting vendors and Finance officials.
- Prepare and submit expense claims as proxy for the Executive Director, Director and Managers as well as
- Review expense claims for branch staff in 1GX, ensuring claims are processed in a timely manner and in accordance with the Treasury Board and Finance direction.
- Review financial documents to ensure ministry policies and procedures are adhered to.

Liaise with department financial staff and vendors regarding the processing of financial documents.

Problem Solving

Typical problems solved:

- Position requires good judgement and decision-making capabilities to assess and resolve ARTS and 1GX related process and content issues.
- Good judgement is also required when dealing with the assignment of action requests to the various branches, considering tight timelines.
- The position does not formally supervise but performs a lead role to coordinate the delivery of administrative services.
- The position is required to have a good understanding of the division in order to perform the coordinating role for ARTS and to ensure the high volume of action requests are responded to in a timely and accurate manner.
- The position must be accessible to all staff to provide information, interpretation, direction, and training concerning administrative policies and procedures such as claiming travel expenses, staff development, action requests, and records management.

Types of guidance available for problem solving:

- The position functions within the context of established statutes, policies, directives, and guidelines developed by Cabinet and Alberta Treasury Board and Finance, as well as the Minister and Deputy Minister.
- Key statutes and policies that set parameters and expectations for the work include the Financial Administration Act, Government Organization Act, Public Service Act, Freedom of Information and Protection of Privacy Act, and various departmental statutes and regulations.
- The Directors and the Executive Director to determine branch goals, objectives, and priorities, assigns responsibilities and projects, and is available for consultation and guidance.
- The position works independently as well as collaboratively, and guidance is only received in order to complete assignments that do not exhibit well-defined procedures.
- The position refers new or unusual problems or concerns to their supervisor.

Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<ul style="list-style-type: none"> • Looks for ways to improve internal processes (e.g. ARTS routing/approvals) • Takes initiative to identify problems and to design solutions (e.g. seeking input and building agendas for team meetings)
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<ul style="list-style-type: none"> • Willingness to shift workload to address critical priorities within the branch or division • Stays informed on systems and processes (e.g. 1GX) to be able to act when called upon.
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<ul style="list-style-type: none"> • Stays connected with teams to understand priorities - especially as they evolve or emerge • Maintains contacts with other administrative support to stay current on policies and procedures • Able to anticipate and support emerging priorities across the division

Develop Self and Others



Seeks out learning and knowledge-sharing opportunities:

- Reflects on performance and identifies development opportunities
- Takes initiative to stay current
- Shares with the team even when not asked
- Actively coaches and mentors direct reports

- Identifies skills/knowledge gaps and seeks training and development opportunities in order to provide support for the Unit and Branch
- Is open to feedback and recognizes opportunities for improvement