

New

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Branch Administrator

Requested Class

Administrative Support 5

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

SSII, Strategic Policy and Planning

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Executive Manager 1

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Branch Administrator leads administrative operations including scheduling, records management, information flow, financial processes and administrative support for the Executive Director and branch.

The Branch Administrator coordinates and tracks branch Action Requests (ARs) and responds to AR inquiries, ensuring timely assignment, responses, and adherence to protocols. The Branch Administrator supports branch financial processes by preparing forecasts, tracking expenditures, reconciling variances and ensuring compliance with financial procedures and approvals. The Branch Administrator processes invoices and expense claims, ensuring accuracy, timeliness and alignment with guidelines and processes.

The Branch Administrator provides other administrative services essential to the effective and efficient organization and operation of the branch, including responsibility for ensuring branch records are maintained according to appropriate records management directives, supporting staff on-boarding and departures, completing 1GX activities, and ensuring branch organization charts and contact lists are maintained.

This position must have the ability to work independently, maintain contacts throughout the department,

and provide financial and administrative leadership in support of the branch.

Responsibilities

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

The Branch Administrator provides a comprehensive range of administrative and operational support activities to support effective and efficient branch operations and to ensure consistency with department and GoA administrative policies and procedures. This includes coordinating information flow to ensure issues are addressed and problems are dealt with in a timely fashion.

The following activities entail some of the key responsibilities of the Branch Administrator:

Action Requests and Information Coordination

- Coordinates branch responses to ARs and briefing notes for the Deputy Minister and Minister to ensure accurate high quality and timely responses to requests and inquiries are processed in a manner consistent with relevant GoA and Ministry policies, processes and procedures.
- Gathers information from various sources prior to forwarding requests to appropriate branch staff for drafting responses.
- Tracks and monitors status of responses and briefings using the Action Request Tracking System (ARTS).
- Reviews, edits and finalizes AR responses and briefing notes; verifies documents for accuracy, consistency and conformity to relevant guidelines and acceptable standards and formats.
- Forwards correspondence to the appropriate area of the branch for information, draft comments; track status of replies and actions to be taken.
- Reviews, assesses and tracks correspondence directed to and from the ED and branch Directors, identifying and bringing urgent and important concerns and issues to the ED and appropriate Director's attention.
- Schedules meetings, prepares and assembles all relevant materials (agendas and subject matter documents) for meetings chaired by the ED. Ensures all materials are distributed to participants.
- At the request of the ED, attends meetings to take minutes. Finalizes the minutes in the appropriate format, noting all action items, and distributes the minutes to applicable recipients in a timely manner.

Records Management

- Ensures branch records are managed in accordance with appropriate directives.
- Maintains branch Intranet and SharePoint sites.
- Develops and maintains filing systems for the branch (paper and electronic).

Financial Processes

- Coordinates budget reporting, tracking expenditures, reconciling variances and ensuring compliance with financial procedures and approvals.
- Prepares monthly forecasts for the branch for discussion and approval by Expenditure Officers.
- Processes invoices and expense claims, ensuring accuracy, timeliness and alignment with guidelines and processes.
- Review monthly telecommunications bills (Electronic Payment System) for accuracy.
- Purchases supplies and services using a variety of procurement methods including P-Card and web based standing offers/catalogs.
- Coordinates arrangements for business travel, working sessions and committee meetings, preparing and/or reviewing expense claims for the ED and branch staff as required.

Branch Administration and Operations

- Schedules meetings for the ED and maintains the ED's calendar.
- Coordinates arrangements related to staff commencements and departures, including accommodations, telephone and IT issues.
- Maintains branch organization charts.
- Serves as 1GX Workplace Administrator for the branch.
- Maintains supply inventory, monitoring inventory to determine requirements.

-Coordinates maintenance requirements and scheduling repairs/updates for office equipment.
-Coordinates responses and action related to IMT specific requests through the BERNIE portal, which includes generating and submitting service requests, initiating support calls, and escalating any service issues.
-Develops, implements, and maintains administrative systems, processes and procedures to support business needs and enhance operational efficiencies of the branch.
-Establishes and maintains effective communication and working relationships with department staff to answer inquiries, coordinate activities, exchange information, and resolve administrative issues.
- Covers for other Divisional Administrative positions as required.

Problem Solving

Typical problems solved:

The position could be the first point of contact for branch inquiries. As a result, the individual must possess a foundational understanding of functions/duties performed by the branch. The position must have a strong understanding of client needs/interests and the importance of establishing relationships with clients and stakeholders to be able to respond to inquiries and requests for information and to resolve administrative issues.

The position must understand correspondence guides and GoA directives to ensure branch documents and procedures comply with requirements.

Types of guidance available for problem solving:

A variety of tools and resources are available to support the position including the Procurement Accountability Framework, Direct Purchase Regulation, Directives, Trade Agreements, Facility Emergency Planning Program, Business Continuity Planning, etc. in addition to reliance on Branch Executive Director and Directors for leadership and guidance.

Direct or indirect impacts of decisions:

The position plays a key role in collecting and distributing information within the Branch, to Program areas, and senior executive. This position can impact process, project completion, and the timely delivery of information/communication.

Decisions and recommendations made by the Branch Administrator directly impact the effectiveness and efficiency of Branch operations.

Key Relationships

Major stakeholders and purpose of interactions:

The Branch Administrator has regular and ongoing contact with:
-The office of the Assistant Deputy Minister to coordinate schedules, exchange and prepare information, and coordinate responses to action request and briefing notes.
-Ministry and branch staff members to clarify and discuss administrative policies and procedures, exchange information, respond to inquiries, coordinate schedules, and facilitate administrative operations of the Branch.
-Offices of key stakeholders and senior government representatives to coordinate schedules, respond to inquiries, and exchange and prepare information.
-Suppliers and vendors of office equipment and supplies to obtain supplies and coordinate equipment maintenance.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma	Other		

If other, specify:

Office Administration

Job-specific experience, technical competencies, certification and/or training:

High school diploma and three years of related experience.
Equivalency: Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.

Assets

- Operation of business machines and office equipment and related ability to troubleshoot problems
- Software tools and automated systems and applications used to carry out responsibilities (Microsoft Office: Word, SharePoint, Outlook Excel, Access, PowerPoint, Visio; ARTS, 1GX)
- Verbal communication and interpersonal skills, including ability to communicate with Ministry staff, clients, and stakeholders and negotiate acceptable solutions to administrative problems or conflicts.
- Analytical and problem solving skills, including ability to recommend viable and effective administrative solutions and compile, summarize and coordinate information.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how organization adds value for clients and stakeholders 	<p>-Strong understanding of client needs/interests and the importance of establishing relationships with clients and stakeholders to be able to respond to inquiries and requests for information and to resolve administrative issues.</p>
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<p>-Ability to work within a team environment, and to support staff and management within the Branch.</p> <p>-Willingness to seek guidance and support in developing action requests and briefing notes.</p>
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 	<p>-Continually seeks process improvements within the Branch. This could include re-formatting or restructuring of reports, and development of net new reports.</p> <p>-This position demonstrates initiative, creativity, and sound judgment in order to</p>

