

Update

Ministry

Primary and Preventative Health Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Executive Assistant

Current 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)

Organizational Structure

Division, Branch/Unit

Public Health Standards & Regulations

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Executive Director, PHSAR

Supervisor's Current Class

Executive Manager 1

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The position is integral to the efficient functioning of the branch and will report to the Executive Director, providing financial administration support, human resource administration support, final editorial review of correspondence and briefing materials, use of ARTS, and managing the Executive Director's calendar, including scheduling and support of preparation for meetings.

Responsibilities

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

The position is required to work autonomously within general guidelines and make decisions regarding all aspects of branch administrative functions with moderate guidance or supervision. The incumbent must provide direction and determine priority and scope of activity for branch administrative functions. Specific accountabilities include:

1. Senior Level Administrative Support to the Executive Director:

- Review and prioritize all incoming correspondence such as meeting requests, general information requests, and urgent matters.
- Manage all aspects of calendar management for the Executive Director, including scheduling meetings, tracking deadlines, ensuring meeting materials are available, preparing meeting agendas, and recording and distributing minutes.
- Make travel and accommodation arrangements for the ED and submitting expense claims as proxy.
- Use of 1GX and general knowledge of its core functions.
- Maintain both hard copy and electronic files for the Executive Director.

2. Senior Level Administrative Support to the Branch:

- Track deadlines for projects/assignments by Assistant Deputy Minister's (ADM) office and other areas, etc. (e.g., business plan responses, targets/measures info, etc.) and ensure submission meets the target timeline, assist with rolling up documentation from directors for the ED's review.
- Coordinate biweekly ED/Director update meetings, including preparing agendas and attending meetings to take minutes.
- Review staff time submissions in 1GX for adherence to the Master Agreement and as appropriate, coordinate supervisor review and then approve time as delegate for Executive Director.
- Manage branch records to ensure appropriate coding, storage, and retrieval.
- Update the branch organizational chart monthly and distribute the ADM's Office and have updated on the intranet.
- Assist with HR recruitment activities by supplying templates, formatting submissions and routing for approval.

3. Coordination of Correspondence, Briefing and FOIP:

- Coordinate branch responses to FOIP requests.
- Coordinate responses to Action Requests (ARs) and Ministerial Briefings including distribution, follow-up, review and editing for grammar and style; forward to Executive Director for signature or back to author for revisions.
- Compile ARTS reports, statistics, and background information as requested.
- Draft routine correspondence (e.g., cover letters and memos), and compose and type correspondence for the Executive Director's signature.

4. Management of Budget and Contracts

- Administer branch budget, including conducting basic analysis of expenditures, roll-up and reporting of figures, monitoring of expenditures, and forecasting; identify potential issues and bring to the attention of the Executive Director; recommend and implement corrective action as directed; design and implements reporting systems for branch activities for the ED's use.

- Prepare monthly budget forecasts for the branch in compliance with guidelines and time-frame from the Divisional Budget Analyst.
- Track transfers and expenditures for contracts/grants to use as a reference when compiling a forecast.
- Generate and review expenditure reports to compare projections versus actuals.
- Gather information from branch directors to ensure their needs are incorporated (e.g., travel projections, contract requirements and potential new projects).
- Prepare and provide explanations to explain budget variances with supporting documentation, to Executive Director.
- Ensure contracts are prepared, reviewed, and routed according to Contract Routing Guidelines.
- Monitor routing lifecycle of contracts to ensure appropriate review, final sign-off is obtained and contracts are appropriately discharged.
- Manage invoice processing to ensure payments are appropriate, timely and accurate.
- Track miscellaneous expenses (e.g., webcam purchases, etc).
- Review monthly reports to ensure accuracy and follow up on errors.

Problem Solving

Typical problems solved:

The EA will follow up on work within the Branch to determine whether extensions on timelines are required.

Types of guidance available for problem solving:

ED, Directors and Managers can provide assistance as needed. The EA can also speak with staff within ADMO as required.

Direct or indirect impacts of decisions:

The AS5 will directly impact the timelines of the Branch's deadlines for various streams of work.

Key Relationships

Major stakeholders and purpose of interactions:

This position provides support to the ED, and interacts with Branch Directors, Managers and policy staff, the ADM's office, Public and Health Division, and colleagues in divisions across the Ministry. The incumbent also interacts with external stakeholders with whom the ED interacts for scheduling purposes.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Other		

If other, specify:

Administrative Studies

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

Position requires:

- excellent knowledge of office procedures, financial policies/procedures and accepted departmental procedures.
- excellent skills in a variety of computer programs including Microsoft Office (Word, Outlook, Excel, Visio) and Adobe Acrobat Pro.
- excellent organizational and records management skills.
- demonstrated skills in department applications including ARTS, 1GX, Bernie, IRIMS, IMAGIS, and others.
- strong planning and coordination skills.
- excellent communication and interpersonal skills.
- ability to work without direction.
- strong problem solving skills.

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		
Build Collaborative Environments	☒	☐	☐	☐	☐	Works in an open honest manner with colleagues: • Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict, respects and discusses opinions openly • Supports group even to learn from mistakes • Recognizes differing interpretations	The position represents the ED across the Branch in multiple interactions, and for example will need to actively listen and incorporate feedback from Directors and Managers on budgets and briefing or decision notes. Shares information with Directors and ensure ED is aware of differing opinions or approaches, and potential implications for the Branch priorities overall.
Agility	☐	☒	☐	☐	☐	Works in a changing environment and takes initiative to change: • 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	The ED's schedule is regularly affected by late requests from ADMO or DMO that must be accommodated. This frequently means moving ED meetings with staff at the last minute, that may affect their ability to move a priority forward. The position must remain composed, identify solutions, manage situations sensitively and seek advice to try to deliver multiple priorities.
Systems Thinking	☒	☐	☐	☐	☐	Observes and understands larger impact of role: • 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	Everything this position is involved in, impacts the work of other members of the Branch. The position must be sensitive to how a decision in one area may have implications for another unit's work, and for broader strategic considerations.

Creative Problem Solving	☐ ☒ ☐ ☐ ☐	Focuses on continuous improvement and increasing breadth of insight: • 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	The position must juggle information and documentation from distinct units within the branch, learning the breadth of the Branch's priorities and work assignments is also supplemented with special assignments or short-term projects that may require reallocation of staff or resources. The issues or problems that arise will require the position to be constantly learning and sharing that information with team members in order to support efficient collaborative decision-making.
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

AS5 Assistant to the Executive Director, Health Protection Branch
AS5 Assistant to the Executive Director, Health and Wellness Promotion Branch