

Ministry

Jobs, Economy, Trade and Immigration

Describe: Basic Job Details

Current Class

Administrative Support 6

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Organizational Structure

Division, Branch/Unit

JETI, SFHW, OHS Prevention Services, PIR

Supervisor's Position Name (30 characters)

EE, OHS Prevention Services

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-12-15

Responsibilities Added:

This position provides senior administrative assistance to the Executive Director and Directors with respect to program support and delivery.
This position is also responsible for the supervision and coordination of all administrative functions provided within the Prevention Services Branch.
This includes coordination of activities in the Executive Director's Office including financial/budgeting support, action requests or other requests for branch input.
Supervision is provided to four administrative support 4 positions across two units within the branch.

Responsibilities Removed:

N/A

Job Purpose and Organizational Context

Why the job exists:

To provide high level administrative assistance and coordination of administrative activities to the Executive Director and the Prevention Services Branch inclusive of budget and forecasting, human resources, action requests, briefings and Access to Information (ATI) requests.

To provide supervision of all administrative support staff in the branch, both in the Partnerships in Injury Reduction (PIR) and Strategic Evidence and Action (SEA) units.

To ensure consistency in delivery of administrative support across the Prevention Services Branch.

To build and ensure continued capacity to support the branch through effective workload distribution, cross training and continuous improvement.

Responsibilities

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

Coordinate, review and deliver administrative services on behalf of the Executive Director's Office

- Coordinate and administer Action Request Tracking System (ARTS) and follow-up on responses within appropriate timelines inclusive of liaison with the Assistant Deputy Minister's Office (ADMO)
- Review and finalize all responses for Executive Director's signature relating to ARs, proactive briefings and inquiries
- Review not only for grammar and format, but also to ensure questions posed by correspondents have been properly addressed and are appropriate to specific audiences
- Forward ARs/Inquiries to the appropriate program area, both within and outside the branch, along with related background, as necessary

Provide administrative support to the Executive Director

- Coordinate, edit and finalize responses sent to and from the Executive Director on their behalf
- Handle emails and other correspondence to ensure continuity of the office during the Executive Director's absences
- Organize branch management meetings to ensure flow of information to required staff
- Coordinate agendas, record minutes and distribute, following up on action items assigned by the Executive Director within the branch
- Coordinate Executive Director's schedule including making travel arrangements when requested

Financial Management:

- Prepare budget forecast for fiscal year for Executive Director's review
- Prepare, monitor budget cash flows and forecasts to be submitted to the Executive Director's Office i of approximately \$9 million
- Review and validate reports from 1GX - salary reports, budget reports and electronic payment system reports
- Oversee the payment of invoices, contracts, expenses, claims and procurement card payment statements ensuring proper coding is used and processed in a timely manner
- Review and release expense claims for payment in absence of assigned administrative staff

Coordinate, track and prioritize administrative work across the branch

- Coordinate and ensure the smooth daily operation of the Executive Director's Office and branch program areas
- Provide assistance to administrative staff with work such as accommodations, purchasing, IT equipment requests, fleet vehicle administration and maintenance, etc. by acting as knowledgeable support
- Plan and coordinate all administrative support staff duties and responsibilities within the branch - this involves working closely with the four, unit administrative staff
- Coordinate and maintain accurate tracking systems to collect and report on various data relating to the

Prevention Services Branch

Oversee all administrative functions in the branch, providing direct supervision to administrative staff

- Supervise all unit administrative staff, inclusive of conducting performance appraisals, coaching, mentoring and identification of performance issues for management
- Monitor and evaluate workload distribution among branch administrative staff, adjusting as necessary to meet operational requirements
- Organize and facilitate administrative team meetings to ensure timely communication, consistency, identification of issues and opportunities for improvement
- Coordinate cross training to ensure capacity exists within the team to cover off different roles and responsibilities as well as to allow for professional development

Problem Solving

Typical problems solved:

This role regularly addresses administrative and coordination challenges related to program support, financial processes, and stakeholder communication. The incumbent evaluates incomplete or inconsistent information—such as COR submissions or financial data—prioritizes competing requests, and ensures timely, accurate responses. While many procedures and tools are established, independent judgment is routinely required to resolve ambiguities, troubleshoot system issues, or adapt to unexpected scheduling or operational conflicts. Effective problem-solving involves synthesizing information from multiple sources, resolving discrepancies with internal teams and external partners, and ensuring compliance with organizational standards. **As this position supervises other administrative staff, interpersonal conflicts within the team as well as performance issues may arise and need to be dealt with in coordination with management.**

Types of guidance available for problem solving:

The position operates within a clearly defined framework of government policies, financial regulations, and program-specific procedures, including COR guidelines and ATI protocols. Routine tasks are supported by standard operating procedures, templates, and checklists. Supervisory support and subject matter experts are available for complex or atypical issues, but most day-to-day decisions—such as those involving administrative coordination, document quality, and stakeholder communication—are made independently, guided by established practices, though process review and development will be required for program changes. Ongoing training and updates support compliance with evolving policies and systems.

Direct or indirect impacts of decisions:

Decisions in this role directly influence the efficiency and accuracy of program operations, financial accountability, and stakeholder satisfaction. Proper management of Action Requests, briefing documents, COR documentation, and financial records ensures compliance with legislative and audit requirements, with implications for provincial regulatory outcomes. Internally, the role supports the Executive Director, Directors, staff, and the administrative team by enabling informed decision-making and smooth workflows. Externally, timely and professional communication with Certifying Partners, regulatory bodies and other stakeholders reinforces the government's credibility and fosters collaborative relationships. While administrative errors can lead to delays or miscommunication, the structured environment and available guidance help mitigate risks.

Key Relationships

Major stakeholders and purpose of interactions:

- Executive Director: dealing with day to day issues and requests, coordination
- Directors: dealing with day to day issues
- Administrative staff: coordination of work, direction to staff, communication
- Staff: day to day support
- Pay & Benefits: payroll issues
- Human Resources: staffing issues
- Finance: related to budget
- ATI Office: requests for internal information or documentation
- Clients: public inquiries, Certifying Partner inquiries, email and telephone requests

- Suppliers - equipment, catering, etc.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Specific knowledge of:

- Master agreement and Subsidiary agreements
- Expenditure Officer policy and procedures
- Human Resource policy and procedures
- Records Management Policies
- Financial Administration Act
- Action Request Tracking System (ARTS)
- 1GX
- Electronic Payment System (EPS)
- Procurement Card System
- Financial Reporting
- Expenses and Travel in 1GX
- Budget
- Corporate Registry System (CORES)

General knowledge of:

- Access To Information Act (ATIA)
- Ability to exercise considerable judgment to determine application of guidelines

Desirable:

- Post secondary course work in business administration and/or related experience

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>While maintaining and monitoring budgets and forecasts, the employee not only ensures current accuracy and compliance but also identifies spending patterns and resource needs that inform future planning. By identifying opportunities for improvement, the employee supports long-term strategic decision-making and contributes to the organization's objective of sustaining effective programs and efficient use of public resources.</p>

Creative Problem Solving	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Is open to new ideas and breaks problems down to identify solutions:</p> <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other’s perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	<p>When internal systems encounter technical issues, the employee troubleshoots the problem, finds workarounds, and coordinates with IT or external partners to address. When interpersonal or process issues arise, the employee identifies innovative solutions.</p>
Agility	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers 	<p>When urgent requests are received from leadership, the employee reprioritizes tasks, ensuring responses are completed on time while continuing to manage regular administrative and financial duties. The employee also provides direction to the other members of the administrative team to ensure proper prioritization.</p>
Build Collaborative Environments	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in an open honest manner with colleagues:</p> <ul style="list-style-type: none"> • 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 	<p>Coordinates schedules, meetings, and program events by working with the Executive Director, Directors, Certifying Partners, staff and other stakeholders, ensuring seamless logistics. Addresses conflict in a respectful and timely manner and cultivates a team culture of feedback and collaboration.</p>
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<p>Prepares accurate financial reports and summaries for leadership, ensuring coding, documentation, and expenditures are error-free and audit-ready, enabling informed decision-making by the leadership. Coordinates activities for the</p>

			administrative team to ensure operational requirements are met.
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Seeks out learning and knowledge-sharing opportunities: <ul style="list-style-type: none"> • 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 	Creates a team culture of collaboration, feedback and continuous improvement to ensure efficient processes and capacity within the team to support a diverse array of work. Coaches and mentors direct reports to support their professional growth as well as to hone their own competencies. Leads by building strong relationships based on trust and mutual respect.