

New

Ministry

Health

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Assistant to the Executive Dir

Requested Class

Administrative Support 5

Job Focus

Operations/Program

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

SPP/Data Access and Information Privacy Branch

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Executive Director

Supervisor's Current Class

Executive Manager 1

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Executive Director, Data Access and Information Privacy, the Assistant to the Executive Director (ED) contributes to the efficient functioning/operation of the branch and provides administrative support to the ED and Directors in the Branch. To be effective in this role, the position must collaborate with the Branch Senior Leadership Team to provide high quality administrative and financial services to the branch. Responsibilities include a wide range of diverse administrative and reporting responsibilities, including but not limited to scheduling, ARTS, 1GX WAP, coordinating supplies and services, coordinating staff on-boarding, records management, asset and facilities management as well as preparation and monitoring, and process management.

This position supports the ED and Branch Leadership Team in ensuring the branch's objectives are supported on a day to day basis. This position exercises judgement in determining areas of focus and priorities and demonstrates initiative and authority in enacting its responsibilities.

Responsibilities

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

Provide senior level administrative support to the ED

- Manage the ED's calendar, including but not limited to:
 - Scheduling, coordinating, and prioritizing ED meetings, appointments, and events, including logistics;
 - Liaising with schedulers to arrange meetings on behalf of the ED;



- Adjusting meetings as required;
- Coordinating distribution of agendas, presentations, and briefing materials for meetings;
- Taking minutes at meetings as requested;
- Schedule and coordinate branch-wide meetings and events, including logistics; and
- Creating agendas for branch meetings.
- Attend Branch ED/Directors meetings.
- Coordinate travel and accommodation arrangements for the ED as required.
- Review all incoming correspondence, such as meeting notices and general information requests, prioritizing issues and taking appropriate action.
- Compile reports, statistics and background information as requested.
- Ensure the ED is kept informed as appropriate of work delegated to others and contentious issues.
- Working with the Priority Issues Coordinator, track deadlines for projects and assignments by ADMO as well as other areas and ensure submissions meet target timelines;
- Liaise with the Assistant Deputy Minister's Office and/or other branches to respond to queries, exchange information, resolve issues and coordinate workflow as well as to ensure consistency in processes and support services in the division.
- Manage branch records to ensure appropriate coding, storage and retrieval, maintaining all ED office files according to records management policies and procedures.
- Maintain and manage the Branch SharePoint and other records management systems in adherence with branch guidelines and content management policies, including:
 - Managing access;
 - Uploading documents; and
 - Creating new libraries and sites as needed.
- Provide cover-off and backup support for other branches and the Assistant Deputy Minister's Office as required.
- Other administrative supports as requested.

Coordinate branch business activities

- Develop and maintain branch administrative processes in adherence with department policies and in collaboration with the ED.
- Review and provide recommendations to the ED and branch leadership on office procedures and implement revised/new processes as appropriate.
- Provide direction and advice to other staff relating to administrative policies and procedures to ensure processes are aligned with ministry and government-wide protocols;
- Manage administrative supports for staff onboarding facilities, 1GX and equipment for staff onboarding and offboarding, including:
 - Arrange IT equipment setup and discontinuation, including telephones and software; and
 - Arrange and deliver security passes.
- Act as Service Request Coordinator for the branch, including:
 - Procurement and deployment of software and hardware;
 - Maintaining equipment inventory; and
 - Submitting BERNIE requests for ED and director related issues.
- Provide team support in 1GX as the Workplace Administrator.
- Submit Service Requests for branch staff as necessary.
- Provide guidance and support to branch staff in the area of administration as necessary, including resolving IT issues, 1GX, or BERNIE.
- Manage branch facilities, including liaising and collaborating with Facilities Management to optimize space usage and layout for staff.
- Manage, maintain and update manuals, staff listings, directories, and electronic distribution lists regularly.
- Maintain organizational chart for the branch, ensuring these are accurately reflected within 1GX and other processes.
- Coordinate quarterly updates of the branch operational plan.
- Represent the branch at various administrative meetings (e.g. division administrative meetings and events).
- Coordinate responses for FOIP and Alberta Connects requests for the branch.
- Monitor and reorder office supplies and equipment.
- Understand and work with Contract Management System.

Budget Management and Forecasting

- Assist in preparing and compiling the ED's budget to ensure accuracy and compliance, including:
 - Supporting forecasting;
 - Monitoring expenditures against budget and identifying any discrepancies and areas of concern.
- Designs, develops and implements tools for managing branch budget.
- Liaise with the Directors, ED, and staff as appropriate to obtain clarification and to provide required information to ensure financial and contract services are delivered in a timely and high quality manner.

Contract Management

- Coordinates due diligence process for all contracts.
- Processes all contract invoices and payments.
- Prepares standard contract drafts, renewals, retentions and amendments.
- Design and develops spreadsheets for quick reference of all contracts.
- Works with ED, Directors and contract managers to ensure contract recipient compliance.
- Reconciles financial reporting to the budget submitted in the fully executed contract.

Accounts Payable

- Ensure invoices and expenses are administered in accordance with government policies and procedures.
- Review invoices and expense claims for appropriateness and compliance with government regulations and guidelines are followed.
- Coding payables to aid in expenditure tracking.
- Forwarding invoices and expense claims to appropriate expenditure officer for approval.
- Complete payment processes in an accurate and timely manner.
- Complete processing, inquiries and reports through 1GX.
- Process invoices and expenses in a timely manner.
- Support members of the branch leadership team in reviewing and submitting invoices and expense claims.
- Notify EDs or respective approver of 1GX approvals.



Problem Solving

Typical problems solved:

Creative problem solving and initiative is required to review situations and take action. This position will receive ad hoc requests for guidance and assistance on a multitude of administrative matters and be required to demonstrate time-priority management. This position will also be responsible for communicating professionally with staff, senior managers, executive managers, and stakeholders. There will be time-sensitive tasks and challenges and the position will require a diversity of program specific knowledge to understand impacts and coordinate with appropriate staff to ensure a positive outcome. The position works with multiple business areas to deliver on tasks and requires a degree of political acumen, judgement and excellent communication and interpersonal skills.

Types of problems encountered include, but are not limited to, scheduling conflicts, timeline negotiations on briefings, 1GX financial and human resources business processes, budget and forecast template submissions, and financial transaction coding.

Types of guidance available for problem solving:

When solving problems, this position must use the following:

- Previous knowledge and experience;
- Past precedent and processes/practices;
- Collaboration and guidance from network of contacts across the branch and Ministry (i.e. other administrative professionals); and
- Collaboration and guidance from the ED.

This position can also rely on guidance, training and resources, and established administrative processes provided for various systems and processes.

Direct or indirect impacts of decisions:

This position directly impacts:

- The daily operations of the branch;
- The ED's schedule and work processes;
- Senior Manager workload and processes;
- Vendor payments; and
- Colleagues across the department by ensuring timelines are met and work is submitted accurately and at a high quality.

The position indirectly impacts the Branch's work supporting government departments, executive management, the Minister, and Albertans.

Key Relationships

Major stakeholders and purpose of interactions:

- Executive Director - provides support for ED workload, scheduling and processes, provides advice and responds to issues, provides updates, and raises issues for awareness.
- Senior Managers - provides administrative support for a variety of tasks, provides advice and recommendations, raises issues for awareness, provides guidance on processes, and collaborates to support the units on administrative matters.
- Branch staff - provides guidance and advice on processes, provides administrative support for financial and office related matters.
- Assistant Deputy Minister's Office - coordinates the ED's calendar, manages action requests through ARTS, and provides cover-off support as requested.
- Other Branch Administrators - collaborates on processes, shares experiences, coordinates scheduling, and provides guidance and advice as requested.
- Other branches and divisions - engages to address tasks as appropriate.
- External stakeholders - coordinates meetings for ED.

Required Education, Experience and Technical Competencies

Education Level

High School Diploma

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

Minimum 2 years of senior level administrative experience

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

Knowledge:

- Minimum Grade 12 education level with minimum 2 years of senior level administrative experience;
- Some understanding of the Alberta health system, including current challenges faced by the health system and strategic and initiatives intended to renew and reform the health system;
- Sound knowledge of administrative procedures, human resource policy and government financial policies;
- Some working knowledge of government policy development processes and procedures;
- Excellent working knowledge of M365 including Word, PowerPoint, Excel, Outlook, Visio and SharePoint; and
- Working knowledge of ARTS, 1GX, and BERNIE.

Skills:

- Strong organizational skills with the ability to prioritize tasks;
- Excellent time management skills;
- Strong written and oral communication skills;
- Strong problem solving skills and sound judgement; and
- Excellent interpersonal skills to build strong working relationships at all levels.

Abilities:

- Ability to work in a complex, multi-disciplinary and face-paced setting;
- Ability to provide effective resolutions for difficult situations;
- Ability to work independently as well as contribute to a team environment; and
- Ability to meet tight deadlines and adapt to change.

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		
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 	<p>Liaise with other administrative support, collaborate with other executive directors assistants across the division.</p> <p>It is important for the individual to be open to learning new things from others, and be willing to help others.</p>
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 	<p>There are instances where the turnaround time for a request is very short; therefore, the individual needs to be able to adjust accordingly.</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 • Collects breadth of data and perspectives to make choices 	<p>Understand priorities to determine the best approach to deal with stakeholders, and staff. Know when to provide the ED with necessary information, and make recommendations to improve efficiency and processes.</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</p>	<p>Keeps other members of team informed and up to</p>

		leverages team skill: <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 	date on issues Respects others and does their share of work, arranges for cover-off, and shares relevant information as required
Systems Thinking	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <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 	Coordinate information flow, manage correspondence, address issues in accordance with priorities of the sector and division, and awareness of implications to raise with the ED.

Benchmarks

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

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature