Update

Ministry

Environment and Protected Areas

Describe: Basic Job Details

Position

Position ID

Position Name

Branch Administrator

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

SISD/EIIB

Supervisor's Position ID

Supervisor's Position Name

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

This position will now perform administrative services for multiple branches within the division.

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Branch Administrator provides senior administrative support services to multiple branches in the division. Responsibilities include: coordinating budget preparation, monitoring and forecasting; invoicing and payments; daily support services including managing supplies, space planning, document creation and file management.

Responsibilities

1. Coordination and tracking of branch budgets.
- coordinate budget preparation; review expenditures; monitor and forecast expenditures
- liaise with budget analysts and finance staff
- review invoices and ensure coding is accurate
- hold branch P-Card and complete reconciliations

2. Office administration
- implement and maintain a records management system
- coordinate branch purchases (IT, supplies, etc.) and surplus items
- provide administrative support to branch staff and management team
- serve as worksite contact for staff commencements, termination, facilities, arranging access cards, etc.
- review forms and documents submitted to appropriate manager for completeness, accuracy and appropriate signatures; this includes HR forms, travel requests and more
- serve as back up to the Priority Issues Coordinator on ARTs as needed; review correspondence, routing
- active member of the branch's leadership team
- review, develop, implement and monitor administrative policies for the branch
- cover-off for other branches and ADMO as required
- other duties as required

3. Provide high level administrative assistant to branch management and staff
- word processing a variety of complex documents, reports and tables
- scheduling meetings and making travel arrangements
- provide liaison and contact with external senior staff (i.e. boards and agencies, Chief and Council)
- preparation of agendas for Management and Branch meetings; track action items

4. Support for Executive Director
- utilizes department knowledge to manage Executive Director calendar; negotiate and resolve calendar conflicts
- complete meeting packages as required; request information and meeting materials from meeting organizer
- organize a daily package for the Executive Director containing all meeting materials, etc.
- track action items arising from 1x1s, branch and leadership meetings
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Problem Solving

Typical problems solved:

Types of guidance available for problem solving:

Guidance is available from the branch's leadership team.

Direct or indirect impacts of decisions:

Key Relationships

Major stakeholders and purpose of interactions:

This position maintains contact with a number of key department staff for the purpose of exchanging information and following up on timelines:
- branch staff and management team
- finance staff
- Assistant Deputy Minister's Office

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:

- This position requires a good working knowledge of office administrative systems and procedures as well as government financial policies and procedures.
- A strong knowledge of the Microsoft Suite is required.
- This position has access to sensitive information and must be able to act with discretion.
- Ability to organize and prioritize tasks and ensure timely response to inquires.
- Strong verbal and written communication skills

Behavioral Competencies

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
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	
Systems Thinking	○ ◉ ○ ○ ○	Considers inter-relationships and emerging trends to attain goals: • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended	

		consequences	
Drive for Results	◉ ○ ○ ○ ○	Actively sets goals and remains open to advice on reaching them: • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiple priorities • Operates within APS value system	
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	