

New

Ministry

Health

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Executive Assistant

Requested Class

Administrative Support 5

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

HW/Provider Compensation Operations

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Executive Director

Executive Manager 1

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

This position provides direct senior administrative support to the Executive Director (ED) of the Provider Compensation Operations Branch and is responsible for assisting the ED in the effective and efficient operation of the branch.

This position also functions as the Office Coordinator providing daily administrative support to the branch. The position demands strong interpersonal skills and the incumbent must exercise independent judgment, set priorities and make decisions in a fast paced and complex working environment. It also provides guidance and direction to the Administration Team. . The incumbent ensures coordination and continuity in the absence of the ED. This position is also responsible for all office administration policies and procedures, overseeing action requests, preparation of briefing materials, coordination and tracking of activities related to the business of the branch, administration and coordination of financial activities including quarterly forecasts; monthly time sheets and special projects as required by the ED. The ability to action and produce high quality services under tight time lines is essential.

Responsibilities

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

Correspondence Management:

- Reviews correspondence accessing priority, assigning and follow-up either in the Department or externally.
- Quality control - reviews branch correspondence, reports, briefings, letters, memos and delegates as required.
- May monitor the ED's e-mail and advises or delegates any priorities sent via e-mail.
- Maintains file system for the ED as required.

Calendar and Meetings:

- Manages the ED calendar and provides background material for meetings.
- Schedules all internal and external meetings as well as arranging travel, hosting requirements, preparation and distribution of agenda to all attendees.
- Coordinates and prepares agenda for Branch meetings and prepares all materials for these as well as coordinates ED's one-on-one with three Directors.

Office Administration:

- Attends EA/Admin meetings to discuss overall processes specific to Alberta Health and the Branch.
- Ensure/coordinates that the entire branch is advised of updates that affect their work.
- Verifies charges to the branch on training requests.

Coordination of Branch Administrative Staff

- Leads Administrative Staff which includes holding regular meetings to update Administrative Staff on policy and procedure changes and updates.
- Coordinate coverage between Administrative Staff for vacation and leave.
- Assign Action Request to Administrative Staff pertinent to their area.
- Serve as Resource and backup for two other Administrative Staff.

Coordination of Branch Activities:

- Worksite Contact for the branch and liaises with Pay and Benefits and Human Resources which includes preparation and timely submission of Performance Appraisals, commencement/termination documentation, staff transaction requires and benefit inquires.
- Coordinates and forecasts budget for the branch working closely with the ED and Directors in the branch.
- Submits and approves services requests for the branch.
- Oversees the process of AR's and Ministerial Briefings.
- Communication - ensure branch staff is apprised of changes in policies and procedures affecting them and their workload.
- Coordinates the updating of branch organization charts and floor plans on a monthly basis.
- Ensures branch administration remains cohesive in the ED's absence.

Problem Solving

Typical problems solved:

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

Key Relationships

Major stakeholders and purpose of interactions:

Liaises on all administrative requests and correspondence with the offices of the DM; ADM; Executive Directors in the Department and Divisions as well as branch peers.

Required Education, Experience and Technical Competencies

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

If other, specify:

Five years of secretarial/administrative experience at a senior level

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

This position provides a wide range of complex office support services and provides timely support to the ED. Position works with a great deal of independence.

- Requires a working knowledge of office administrative and governmental systems i.e. ARTS, 1GX, Teams, Sharepoint, etc.;
- Microsoft Office Suite and Outlook;
- At least a basic knowledge of VISIO software;
- Excellent communication skills, organizational skills and multi-tasking ability;
- Independent problem solving skills;
- Requires a high school diploma and a minimum of five years of secretarial/administrative experience at a senior level;
- An understanding of the goals and objectives of the organization;
- Knowledge of departmental regulations;
- Senior level knowledge of governmental financial policies and procedures;
- Strong administrative, communication, leadership and research skills (written, oral and electronic) as well as advanced supervisory skills;
- Ability to excel in a fast paced team-based environment;
- Ability to prioritize heavy workload and cope with changing priorities and deadlines; and
- Excellent interpersonal, organization skills; must be self-directed with demonstrated ability to schedule meetings, distribute materials and manage hosting responsibilities.

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		
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is open to new ideas and breaks problems down to identify solutions: <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 	
Drive for Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Actively sets goals and remains open to advice on reaching them: <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking 	

		information or multiples priorities • Operates within APS value system	
Develop Networks	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Maintains collegial internal relationships and understands external network: • Seeks to understand perspectives and needs of others • Follows through, has integrity and respect for others • Helps and follows through • Keeps key stakeholders informed; is professional and respectful	
Build Collaborative Environments	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	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	

Benchmarks

List 1-2 potential comparable Government of Alberta: