

New

Ministry

Treasury Board and Finance

Describe: Basic Job Details

Position

Position ID

[Redacted]

Position Name (30 characters)

Executive Assistant

Requested Class

Executive Support 3

Job Focus

[Redacted]

Supervisory Level

[Redacted]

Agency (ministry) code Cost Centre Program Code: (enter if required)

[Redacted]

Employee

Employee Name (or Vacant)

[Redacted]

Organizational Structure

Division, Branch/Unit

[Redacted]

☐ Current organizational chart attached?

Supervisor's Position ID

[Redacted]

Supervisor's Position Name (30 characters)

Director, Exec Operations

Supervisor's Current Class

[Redacted]

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director of Executive Operations (DEO), the Executive Scheduler supports the Deputy Minister (DM) to achieve the mandate of the department by providing senior administrative services, information management, and operation and project management.

The Executive Scheduler manages the day-to-day information and operational requirements of the Deputy Minister's Office (DMO). This position provides information coordination and senior administration services, working with minimal supervision and significant discretion in a fast-paced office environment and interacting continually with senior department, government, and stakeholder representatives.

The responsibilities of this position have department-wide impact, with the Executive Scheduler playing a critical role in administering and streamlining information flow within and beyond the DMO. The Executive Scheduler relays information and direction throughout the department on behalf of the DM, coordinating processes and information to ensure the DM can focus on department business.

This position ensures the DM is represented to all stakeholders in a professional manner, all stakeholders are provided with accurate and consistent information in a timely manner, responses to requests are coordinated; information flows effectively; and all levels of accountability/approval/confidentiality are maintained. Excellent judgment and respect for confidentiality of information is highly critical.

Creativity, analytical, and problem solving skills are required to support to the DM with the delivery of accountabilities and achievement of goals. The volume, complexity, and diversity of issues dealt with require a high-level of independence, initiative, and critical thinking. The Executive Scheduler exercises considerable independence and decision-making authority in relation to ensuring the effectiveness and efficiency of administration operations for the DMO.

In addition, this position represents the DMO on administration projects and manages the introduction of department and government administration initiatives within the offices. Identifying administration and operational issues and recommending new and improved solutions, processes, and standards poses challenges in terms of influencing decisions and obtaining consensus and commitment from all.

Responsibilities

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

1. This position has the lead responsibility to manage the schedule of the Deputy Minister and resolve issues relating to the schedule.

- Schedules and organizes meetings involving senior department staff, as well as public and private sector stakeholders.
- Uses judgment and knowledge of issues and DM priorities and commitments to respond to meeting requests and resolve conflicts.
- Ensures the DM has the necessary materials for each scheduled meeting.
- Collects discussion items for staff meetings, prepares and distributes agendas and follows up on action items.
- Communicates regularly with offices of key stakeholders such as Office of the Deputy Minister of Executive Council, Minister's Office, and members of Executive Team.
- Makes travel arrangements for DM, including ensuring that the appropriate levels of approval are in place as needed.

2. Assists in the managing information routed through the office of the Deputy Minister in an effective and efficient manner.

- Ensures confidential and sensitive materials/information flowing through the DMO are managed effectively, anticipating and resolving issues, proposing solutions, and alerting the DM of urgent or sensitive matters and issues as appropriate.
- Reviews incoming email and mail directed to the DM and brings significant items to their attention.
- Ensures contact lists are up-to-date and available to the DM.
- Drafts and/or prepares correspondence, charts, etc. on behalf of the DM as required, including proof reading for accuracy and correctness.
- Develops, implements, coordinates, and evaluates processes, guidelines, and standards to ensure effective and efficient communication and information flow through the department.
- When required, assists with coordination, compilation, and preparation of briefing notes, documents, and other materials for submission to the DM, Minister's Office, Premier's office, etc.
- Forwards information on behalf of DM and DMO to staff as required.
- Manages the tracking of Action Requests for the DMO.

3. Assists in financial aspects for the DMO in accordance with established legislation, regulations, policies, and directives.

- Reviews and pays invoices for the DMO, including determining appropriate budget and accounting codes.
- Prepares expense claims for the DM and DEO, and monitors expense disclosure reporting activities.
- Creates contracts for signature of the DM, reviews contract payables prior to expenditure officer approval, and ensures contract payments are processed.
- As well as being a P.Card holder, monitors, orders, and pays for office supplies, memberships, courses, and conference and convention fees.
- Brings potential large expenditures to DMs attention.

4. Provides senior administrative functions with leadership and coordination to ensure the effective operation of the DMO.

- Identifies administrative issues with potential to impact the operations of the office of the DM and develops solutions and courses of action to deal with issues.
- Makes decisions and initiates actions regarding day-to-day administrative operations and workflow requirements within the DMO.
- Coordinates accommodation, information technology, and office supply requirements.
- Facilitates commencement and transfer requirements for incoming and outgoing staff, and ensures all GoA ID cards, parking, passes, iPads, cell phones, etc. are returned.
- Provides backup for MO Executive Support staff when required.

5. Lead ad hoc administrative initiatives and projects associated with department operations.

- Assists the DM and Executive Team in HR matters, such as updating job description and reviewing staffing requests.
- Coordinates the implementation of new and revised department and government administrative policies, programs, and processes within the DMO.
- Provides interpretation and advice to administrative staff members in relation to administrative and operations policies, directives, and procedures, including developing and guiding the implementation of standard administrative processes.
- Represents the DMP on department and government committees working on new and revised administrative policies, processes, and procedures.
- Coordinates planning and organization of business events as required, including booking facilities and arranging audio-visual equipment, coordinating attendance lists, preparing background materials, developing agendas, and attending sessions to assist with event delivery.

Problem Solving

Typical problems solved:

This position must exercise extensive judgment and problem solving skills to support the DM and DEO to balance priorities and achieve the needs of the ministry, divisions, and branches, along with external stakeholders.

- This position is relied on to anticipate and identify issues to determine their level of urgency.
- Issues are diverse and can range from simple scheduling conflicts, to day-to-day operational concerns.
- Gaining the co-operation of others in the department to work together to resolve issues in the midst of competing priorities. This is dependent on the Executive Scheduler's ability to establish effective relationships and demonstrate knowledge of ministry issues and sensitivities. The challenge will be to cultivate a sense of shared responsibility across the ministry for outcomes.
- Development of systems and processes across the department that are in the best interest of the DMO, but also link with and support department/ministry needs.
- Provision of immediate responses to the MO requiring research and problem-solving skills, and sound judgement within tight timelines and the ability to remain calm under pressure.
- The need to identify priorities when everything is a priority.

Types of guidance available for problem solving:

The Executive Scheduler operates as part of the DMO team where procedures for planning and reporting are established and refined. Opportunities for engagement with members of the DMO team, the MO, Communications, the Ministerial Correspondence Unit, Executive Team, and ADMO Issues Managers are frequent and well-established.

The DEO is available to clarify on broad goals, objectives, and priorities, with the position delegated a degree of authority to determine approaches to responsibilities.

Direct or indirect impacts of decisions:

The Executive Scheduler works in a fast-paced environment with competing priorities and issues arising frequently. The incumbent for this position must be agile and demonstrate strong systems thinking abilities. The DM, DMO staff, and MO are supported by this position and the incumbent must be able to address issues and prioritize workload to ensure the day-to-day function of the office is maintained, while also ensuring that communication and deliverables continue to flow through the office in a timely manner.

Key Relationships

Major stakeholders and purpose of interactions:

This position interacts with:

- The MO Scheduler on a near-daily basis to exchange and provide information, coordinate the scheduling requirements of the DM and/or department, as well as to resolve issues and provide support as needed.
- The DMO on a daily basis to disseminate information, resolve issues, and seek guidance/clarity as items arise.
- Department staff on a daily basis by working with ADMO Issues Managers, Executive Assistants, and program staff to obtain responses for information products, briefings, correspondence, and other information requests.
- Other offices of senior executives and government representative, as well as external stakeholders, on an as-needed basis to exchange information, respond to inquiries, resolve issues, and fulfill scheduling requirements.

Required Education, Experience and Technical Competencies

Education Level

Diploma (2 year)

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

plus three years progressively responsible related experience.

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

The Executive Scheduler requires extensive knowledge and understanding of:

- Department priorities, issues, and services to assign requests, obtain information, manage schedules, and ensure appropriateness of information contained in correspondence and other documents.
- applicable policies, procedures, and guidelines pertaining to the delivery of administrative services (e.g., action requests; budget and account codes, expenditures officer, procurement card, and expense claim policies; correspondence guidelines; contract administration; records management; travel and hosting).
- automated systems and software tools used to carry out responsibilities (e.g., M365 office tools, ARTS, 1GX, SharePoint Online, internet/intranet).

The Executive Scheduler must have highly developed and demonstrated:

- critical thinking skills to recommend viable and effective administration solutions.
- highly defined organizational and time management skills to prioritize activities, issues, and multiple demands.
- written and verbal communication skills to ensure the high quality of all documents, submissions, and correspondence originating from the DMO.
- interpersonal, consultation, and conflict resolution skills, including the ability to handle sensitive and/or controversial situation, and negotiate agreement and commitment to varied administrative processes.
- leadership and relationship management skills.
- analytical, research, and problem-solving skills.
- project planning and management skills.
- commitment to confidentiality, tact, diplomacy, client service, teamwork, and continuous improvement.

The Executive Scheduler must be able to:

- administer complex information flows and assignments within tight and non-negotiable time frames.
- make decisions and judgments on sensitive, confidential issues requiring immediate attention.
- adapt to changing priorities and demands of a high volume and often stressful workload.
- function independently as well as lead and contribute within a team environment.
- demonstrate initiative, flexibility, sound judgment, and creativity.

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 	<ul style="list-style-type: none"> - The Executive Scheduler must routinely determine the potential impact of changing timelines and evolving direction on the Deputy Minister's schedule and briefing needs. - The Executive Scheduler maintains a consistent understanding of priorities for the Deputy Minister and DMO in order to make decisions related to scheduling with minimal opportunities for discussion with other team members.
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 	<ul style="list-style-type: none"> - The Executive Scheduler represents the Deputy Minister and DMO and must provide a consistently high level of professional service to all stakeholders even in the midst of tight and changing timelines. - The Executive Scheduler demonstrates political acumen while seamlessly navigating changing priorities with offices of the Deputy Minister of Executive Council and Minister's Office.
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 	<ul style="list-style-type: none"> - The Executive Scheduler performs their day-to-day tasks with a high level of efficiency and effectiveness while regularly reviewing processes for opportunities to adjust and streamline to best meet the needs of the Deputy Minister, Minister, and DMO.
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"> - The Executive Scheduler works effectively with minimal oversight from

		<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	the Director to plan and execute assigned duties and make forward plans for future tasks. - The Executive Scheduler is the lead Administrative staff member for the department and provides guidance and direction to other Administrative team members.
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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.