

## Update

Ministry

Jobs, Economy , Trade and Immigration

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Executive Coordinator

Current Class

Executive Support 2

Job Focus

Operations/Program

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

Safe, Fair and Healthy Workplaces, ADM Office

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Issues and Operations

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

2019-09-16

Responsibilities Added:

None

Responsibilities Removed:

None

## Job Purpose and Organizational Context

Why the job exists:

Provides complex administrative support to the Executive Office and acts as a resource to other administrative support staff within the division and/or department.

## Responsibilities

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

### 1. Administrative Support.

Composes memos and letters for the Executive (where precedents exist), and proof-reads prepared correspondence for accuracy, grammar and proper format.  
Reviews signed Minister, Deputy Minister and ADM or equivalent's correspondence and forwards to the appropriate division and/or department for action.  
Directs and guides divisional and/or departmental administrative support staff on form, accuracy and content of correspondence that requires the Minister's, Deputy Minister's or ADM's or equivalent's signature.  
Reviews, tracks and organizes incoming/outgoing correspondence to identify priority items, and responds to requests/complaints.  
Responds to questions regarding ARTS and provides training as required.  
Assigns, reviews, revises, and follows up on Action Requests from Minister, Deputy Minister or ADM or equivalent's offices.  
Researches information from a variety of sources in order to respond to Action Requests.  
Enters action requests and updates on the tracking system and brings forward on due dates.  
Brings unique items to the attention of the Executive.  
Tracks outstanding action requests.

### 2. Calendar/Scheduling.

Coordinates activities related to the Executive's schedule; screens meeting requests, redirects requests where appropriate; and prioritizes meetings.  
Prepares meeting packages for the Executive ensuring background related material is available, sends out meeting agendas.  
Arranges all activities related to committee meetings.  
Maintains a "bring-forward" database for assignments, meetings, action requests, and projects to ensure timelines are met.

### 3. Budget and Expenditure Monitoring.

Prepares, forecasts, and monitors budgets.  
Reviews financial reports, invoices and approval forms for completeness, accuracy, and appropriate signatures.  
Prepares expense claims and ensures governing financial policies and procedures are adhered to.  
Monitors and processes payments related to training and development for the division and/or department.  
Assists the Senior Administrative Assistant in monitoring contract expenditures to ensure they are within the scope of the contract and in accordance with financial policies and procedures.  
Processes payments related to procurement card expenditures and supply purchases.

### 4. Record and File Management.

Establishes working files for the Executive.  
Maintains the Executive's filing system according to professional standards (iRMIS) for creation through to archives or destruction of files.  
Assists with the coordination and storage of files with Central Records through prescribed guidelines.

### 5. Office Automation/Procedural Changes.

In consultation with the Senior Administrative Assistant and other divisional and/or departmental support staff, develops or enhances procedures for control and response to action requests/correspondence.  
Provides direction and guidance to other administrative support staff in the division and/or department related to troubleshooting in ARTS, or responding to questions related to procedures etc.  
Reviews environmental conditions and equipment changes to assist with the effective operation of the Executive's Office.  
At the request of the Executive, participates in special projects e.g. setting up templates for improving tracking of memos and correspondence, assists with the organization of meetings or conferences.

### 6. Performs other administrative support responsibilities

Invoice coding and processing.  
Deals with telephone and walk-in inquiries including department officials, officials of other government departments and agencies, and the general public.  
Updates the office procedures manual.  
Handles routine maintenance of ADMO pool vehicle and ARI monthly reports.  
Manages pool vehicle requests received from other divisions.  
Other duties as may be assigned.

## Problem Solving

Typical problems solved:

Position requires considerable working knowledge of governmental systems and processes, department and/or divisional legislation, policies and processes, general office policies and procedures, and office software databases (Outlook, Excel, Word, PPT) in order to respond to action requests, and to prepare and edit correspondence and respond to stakeholder inquiries. Excellent knowledge of political sensitivities and the diverse interests of diverse stakeholders and of financial policies, the electronic communication requests system (ARTS) as well as of legislation governing Freedom of Information and Privacy (FOIP), and 1GX processes. Excellent written and oral communication skills are required.

Types of guidance available for problem solving:

Position works closely with executive and administrative staff from the ADM, Deputy Minister and/or Minister's offices. Contact is primarily for the purpose of information exchange with some responsibility for influencing the behaviour of other administrative support staff through functional supervision.

Direct or indirect impacts of decisions:

The Executive Coordinator ensures 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. The Executive Coordinator 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 Deputy Minister (DM), DM Office staff, and Minister's office 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 smoothly and timely through the office.

## Key Relationships

Major stakeholders and purpose of interactions:

While the position has no formal supervisory responsibility, it provides functional direction and guidance to other administrative support staff on ARTS and on: form, accuracy and content of correspondence prepared for the Minister, Deputy Minister and ADM or equivalent, as well as ensuring replies are well prepared and in accordance with established standards.

## Required Education, Experience and Technical Competencies

Education Level

High School Diploma

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

Four years of progressively responsible related experience or equivalent as described below.

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

**Equivalency:** Directly related education or experience considered on the basis of:

- one year of education for one year of experience; or
- one year of experience for one year of education.

## 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 type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"><li>• Asks questions to</li></ul> | The Executive Coordinator performs their day-to-day tasks with a high level of efficiency and |

|                   |                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                      |
|-------------------|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   |                                                                                                                          | <p>understand a problem</p> <ul style="list-style-type: none"> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>                                                                                                             | <p>effectiveness while regularly reviewing processes for opportunities to adjust and streamline to best meet the needs of the ADMO and DMO.</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"> <li>• Uses common sense and past experience to approach ambiguous problems</li> <li>• Prevents emotions from affecting others negatively</li> <li>• Looks for information on changes</li> <li>• Open to new ideas and helping co-workers</li> </ul>                                                                 | <p>The Executive Coordinator represents the ADMO and must provide a consistently high level of professional service to all stakeholders, even in the midst of tight and changing timelines.</p> <p>The Executive Coordinator demonstrates political acumen while navigating changing priorities.</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"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>                                                                                                  | <p>The Executive Coordinator works effectively with minimal oversight from ADM to plan and execute assigned duties.</p>                                                                                                                                                                              |
| Systems Thinking  | <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | <p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> <li>• Sees impact of work on organization; anticipates change in own area based on activities in other areas</li> <li>• Considers how own work impacts others and vice versa</li> <li>• Ask questions to understand broader goals</li> <li>• Aware of how organization adds value for clients and stakeholders</li> </ul> | <p>The Executive Coordinator most routinely determine the potential impact of changing timelines and evolving direction in the ADM's office.</p> <p>The Executive Coordinator must maintain a consistent understanding of priorities for the ADM and the ADMO.</p>                                   |