

New

Ministry

Mental Health and Addiction

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Executive Assistant to the Compassionate Intervention Commissioner

Requested 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

Compassionate Intervention Commission

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

CI Commissioner

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Compassionate Intervention Commission is a public body established by the Compassionate Intervention Act to review applications and conduct hearings respecting applications for individuals to receive mandated substance use and addiction treatment. The Commissioner is appointed by LGIC and serves as the Chair of the Commission and is responsible for managing and leading the operations of the Commission.

This Executive Assistant role reports directly to the Commissioner and assist with the day-to-day operations of the Commissioner's office by providing a full range of administrative duties such as: reviewing, monitoring, and recording the Commissioner's mail/emails; maintaining the calendar of, scheduling appointments for, and making travel arrangements for the Commissioner; preparing/editing executive correspondence, and acting as the contact person with Minister's, DM's, ADM's, and other executive offices, and using ARTS for tracking action requests.

Responsibilities

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

1. Administrative Support

- Composes memos and letters for the Commissioner (where precedent exists), and proof-reads prepared correspondence for accuracy, grammar and proper format
- Reviews incoming correspondence and forwards/assigns to the appropriate unit of the Commission for action (using ARTS where needed to enter action requests and track outstanding matters).
- Provides guidance to other Commission staff on form, accuracy and content of correspondence requiring Commissioner's signature
- Reviews, tracks and organizes incoming/outgoing correspondence to identify priority items.
- Responds to questions regarding ARTS and provides training to Commission staff as may be needed.

2. Calendar/Scheduling

- Coordinates activities related to the Commissioner's schedule, screens meeting requests, redirects requests where appropriate, and prioritizes meetings.
- Prepares meeting packages for the Commissioner ensuring background materials is available and sharing meeting agendas for meetings originating from the Commissioner's office

3. Travel and expense coordination and reporting

- Makes travel arrangements for the Commissioner including securing any necessary travel documentation (in-province/out-of- province travel approvals).
- Completes and processes the Commissioner's expense claims, including preparation of documents for public disclosure as may be needed.
- Reconciles p-card expenses that may be incurred.

4. Record and file management

- Establishes working files for the Commissioner
- Maintains records according to professional standards (ARTA) for creation through to appropriate disposition of records (archives or destruction).

5. Performs other administrative support responsibilities

- Deals with telephone and walk-in inquiries from department officials, other agencies, and the general public.
- May lead special projects on behalf of the Commissioner's office, eg. Staff recognition event planning.

Problem Solving

Typical problems solved:

The position works within prescribed standards governing administrative support services and must be able to make independent decisions on day-to-day operational matters, and is expected to seek guidance/ assistance where precedents do not exist

Types of guidance available for problem solving:

Guidance is available from a number of government policies and procedures, legislation, and program specific policies (eg. Travel and expense policies, 1GX, ARTS and other common system user guides, ATIA and CI legislation). Some procedural or policy guidance may be provided by peers in other Executive Support roles in the Department, however the position is expected to bring significant experience to the role in order to work independently.

Direct or indirect impacts of decisions:

Strong awareness of political sensitivities and the interests of diverse partners/stakeholders coupled with excellent communication skills is required in order to resolve issues, advance requests being made to the department and other Compassionate Intervention system partners/stakeholders, and represent the Commissioner's office professionally and with discretion.

Key Relationships

Major stakeholders and purpose of interactions:

The position has considerable contact with other executive offices across the CI system, including offices of the Statutory Director, Medical Director, and the department to monitor or track action requests, schedule meetings, and respond to day-to-day inquiries. Contact is primarily for information exchange and coordination.

Required Education, Experience and Technical Competencies

Education Level

High School Diploma

Focus/Major

Public Administration

2nd Major/Minor if applicable

Designation

If other, specify:

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

A two year Diploma/Certificate in a field related to office administration and four or more years of progressively responsible related experience is desirable.

Prior experience using government systems such as ARTS and 1GX, and implementing policies such as information and privacy legislation, travel and expense policies, etc. would be an asset.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Observes and understands larger impact of role: <ul style="list-style-type: none">• Sees impact of work on organization; anticipates change in own area based on activities in other areas• Considers how own work impacts others and vice versa• Ask questions to understand broader goals• Aware of how organization adds value for clients and stakeholders	The position must demonstrate systems thinking and reflect an awareness of the Commission's role and how it adds value when assigning action requests and prioritizing meeting scheduling.
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:	The Commission is a new entity and not all problems may be solved

		<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 	by looking at department/government policies. In some cases, the position may need to evolve or interpret policies to meet the needs of the Commission, this will need to be done in consultation with others.
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 multiple priorities • Operates within APS value system 	The position will work with considerable independence and not a lot of day-to-day supervision. The position must actively set goals and prioritize work ensuring timely, consistent and effective delivery of information and assignments.
	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		

Benchmarks

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

312ES01 - Administrative Assistant

311ES01 - Secretary to the Executive

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.