

TITLE: SENIOR EXECUTIVE ASSISTANT

CLASSIFICATION: SENIOR EXECUTIVE ASSISTANT

JOB OVERVIEW

To provide secretarial and administrative services to a Deputy Minister or officially recognized equivalent. This position is crucial in contributing to a highly effective and functional Deputy Minister's office in a fast-paced executive environment.

ACCOUNTABILITIES

Required:

- Manages the calendar and schedule through careful planning, coordination and communication to maximize time management and ensure all deadlines are met.
- Organizes, prepares and compiles accurate briefing materials and ensures security of confidential and restricted documents.
- Proofreads and/or edits various forms of draft correspondence according to the Ministry's correspondence standards and returns to the author for corrections and changes.
- Manages the administrative services of the office; anticipates daily needs, organizes and compiles accurate briefing materials while ensuring security of confidential and restricted documents and information.
- Manages processes and the flow of information by screening and prioritizing incoming demands.
- Ensures information is available for issues to be dealt with in an informed, productive and timely manner.
- Anticipates information needs and compiles reports; organizes appropriate materials for meetings, conferences, appointments or interviews.
- Determines issues of priority and flags urgent situations; directs routine matters to other staff.
- Coordinates and prioritizes meetings with other government officials (provincial, federal, municipal), business leaders, and other stakeholders.
- Tracks and follows up on matters or projects, ensuring they are addressed and resolved in an accurate and timely manner.
- Co-ordinates travel arrangements (in/out of province/country) ensuring that expense claims, business meeting expenses and travel authorizations comply with government policy.
- Maintains effective and current office systems such as ARCS/ORCS, CLIFF filing, eApprovals, bring forward system and other tracking systems.

Career Group:

Administrative Services

Job Family:

Secretarial

Job Stream:

Role:

Admin/Operational

Revised Date:

January 2023

- Maintaining/ordering supplies for the office.
- Reconciling monthly financial statements for purchasing card.
- Maintains records and coordinates Freedom of Information requests as required.

JOB REQUIREMENTS

- Secondary school graduation or equivalent.
- Minimum one (1) year experience providing administrative support to a senior executive (Vice President, Executive Director, Senior Counsel, Partner, CEO or equivalent).
- Minimum one (1) year experience scheduling meetings and booking travel arrangements.

An equivalent amount of education and related experience may be considered.

Preference may be given to candidates:

- Who have completed courses in public administration, business administration or equivalent.
- With two (2) or more years experience in the above statements

Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

BEHAVIOURAL COMPETENCIES

- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.
- **Organizational Awareness** is the acumen to appreciate and the ability to use the power relationships in either one's own, or other, organization(s). This includes the ability to identify the real decision-makers and the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the organization.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

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INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES

- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.