

TITLE: EXECUTIVE COORDINATOR (ADM)

CLASSIFICATION: BAND 1

JOB OVERVIEW

The position supports the development of the service plan, coordinates issues management, leads projects and manages Executive communications and finances.

ACCOUNTABILITIES

Required:

- Coordinates the development of the Service Plan for the division and identifies and resolves conflicting priorities; develops performance standards and measures, and monitors and tracks outcomes.
- Manages issues, identifies critical and emerging issues and consults with senior officials on approaches and alternatives; anticipates political and sensitive issues, researches information, gathers facts, identifies resource requirements, develops alternatives and coordinates a timely response.
- Attends meetings on behalf of the ADM to gather information, identify issues and to report out on goals, priorities and funding implications.
- Coordinates communications functions, identifies, researches and responds to external and internal enquiries involving highly sensitive and confidential issues, and writes responses for signature of the Minister, Deputy Minister or ADM.
- Leads cross-program projects, plans the approach, selects members, sets milestones, monitors and reports on outcomes and identifies linkages with other projects within the ministry or in government (i.e., business transformation projects, business process review, and best practice studies).
- Develops and implements new or amended operational policies in conjunction with senior managers and executives.
- Manages the flow of information such as briefing notes, treasury board submissions, speaking notes and correspondence, and provides advice on written amendments.
- Coordinates the finances for the division by preparing the budget, analyzes variances, monitors expenditures, manages contracts, recommends changes to meet fiscal priorities, and develops trend analysis for reports on potential solutions to financial issues.
- Coordinates materials for Question Period and Estimates debate, and ensures materials are aligned with government and ministry priorities, strategies, and plans.
- Coordinates and manages activities relating to human resource management such as staffing, performance plans, grievances, classification reviews and organizational changes.
- Supervises administrative and/or technical staff.
- Coordinates and ensures an integrated approach to records management and freedom of information.

Career Group:

Administrative Services

Job Family:

Program Administration & Mgt.

Job Stream:

Role:

Management

Revised Date:

June 2011

JOB REQUIREMENTS

- Completion of relevant post-secondary training or equivalent (i.e. HR, Business, Operations, Project Management, Communications, etc).
- An equivalent combination of education, training, and experience may be considered.
- Experience in a senior administrative role.
- Experience dealing with highly confidential and sensitive issues.

Preference may be given to:

- 2 years + experiences in a senior administrative role.
- 2 years + experience dealing with highly confidential and sensitive issues.

Security Screening:

- 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**).

Knowledge, Skills, and Abilities:

- Excellent organizational skills
- Ability to manage diverse workloads effectively and independently.

BEHAVIOURAL COMPETENCIES

- **Business Acumen** is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs.
- **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.
- **Leadership** implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The 'team' here should be understood broadly as any group with which the person interacts regularly.

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- **Teamwork and Cooperation** is the ability to work cooperatively 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.

INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES:

- **Building a Trust-Based Relationship** requires a fundamental understanding that "relationship" is the foundation from which all activities happen and that building a good relationship takes time and commitment. It is a willingness to build a personal relationship in addition to a professional one, participating in open exchanges of experiences and culture. It requires a genuine, non-controlling approach and relies upon demonstrated integrity and transparency. Building a trust-based relationship requires a high level of consciousness of the experience of Indigenous people with Crown relations. It assumes that strengths abound in Indigenous people, cultures, and communities.