



# Corporate Services

## Coordinator

Job Description

### CLASSIFICATION JOB INFORMATION

SAP Job ID:	90000270
Position/Classification Title:	Corporate Services Coordinator
Pay Grade:	EC 07
Add-On Eligibility:	False
Standardized:	No
Inactive	No
Date Last Evaluated:	9/23/2013

### JOB INFORMATION

Job/Working Title:	Corporate Services Coordinator
Department:	Agriculture
Division/Section:	Legislation & Corporate Service
Reports To (Position Title):	
Exclusion Status:	Excluded

### OVERALL PURPOSE

The Corporate Services Coordinator is accountable for coordinating a range of corporate functions including facilities management, finance, procurement, IT and human resources that support the Department of Agriculture and the Department of Fisheries and Aquaculture and all branches and divisions in each department. The position contributes to efficient operations of the 19 locations province-wide, including five primary locations for the two Departments (Bible Hill, Halifax, Cornwallis, Shelburne and Pictou) along with 14 other physical locations. The Incumbent also ensures that the departments are meeting their corporate obligations with regard to physical, human and financial resources.

### KEY RESPONSIBILITIES

**Facilities Management:** Manages responsibilities related to all buildings occupied by staff of the Department of Agriculture and Department of Fisheries and Aquaculture, in a province-wide environment, including primary locations in Bible Hill, Cornwallis, Shelburne, Pictou, and Halifax. Develops. Maintains listings of all leases for buildings and equipment and serves as the main point of contact for each location. Establishes a network of contacts for each location, including tenants, senior management and administrations and works with facilities-related partners in other government departments, central agencies and private services and supply companies. Handles issues that occasionally arise in each department office, making site visits when necessary, and works with local managers to arrange relocations, renovations, telecommunication systems and security. Leads and participates in the development of department policies/procedures related to space, telecommunications and security matters. Prepares advice and status updates on department buildings. Works with the OH&S Administrator to assess risks and develop appropriate safety and security measures and procedures for all locations in both departments.

**Procurement and Asset Management -** Ensures the administration of departmental procurement Is in accordance with government policies and provide staff with technical support and advice regarding purchasing and tendering procedures. Manages department inventories of physical assets, including acquisition, location and disposal, in accordance with central agency legislation, regulations, and policies.

**Financial and Budget Management:** Leads divisional financial planning including monitoring of expenditures and preparation of monthly forecast reports to CSU-Finance. Contributes and supports both departments in assessing and rationalizing operational costs. Liaises with the departments' management and Finance CSI..J in gathering budget related information and assisting in the preparation of confidential budget submissions to TBO and Finance. Provides significant decision-support to ensure the effective operation of both departments by making recommendations and implementing operational best practices and ensuring the department Is meetings its corporate obligations within government.

**Corporate Systems Management:** In collaboration with management and central agencies, the incumbent takes the lead in Implementing corporate systems fn the areas of finance, human resources, procurement, information technology and asset management. More specifically, the incumbent develops and maintains the Orientation Package for new employees in both departments, ensures both departments have the proper care and control procedures in place for government assets and are in compliance with Government Policy and Legislation

through the provincial Archibus Inventory system. Leads in the setup and maintenance of Archibus and preparation of to Minister for surplus inventory, as well as trains other staff within the departments on the use and maintenance of the system. Creates and maintains Staff Directory and Organizational Charts for both departments. Undertakes other corporate assignments as directed by management.

**Reception and Administration:** Manages responsibilities related to reception services (serving Policy and Corporate Services Branch) Including assigning and supervising secretarial/clerical duties to receptionist including preparation of correspondence, documents and reports, procurement of supplies and services. Researches and develops operational procedures to improve business efficiencies and service delivery of the department. Prepares and maintains a procedural manual of business processes and trains staff with regards to safety and security issues that may arise.

**Information Technology and Process Management:** Works with Chief Information Office (CIO) and departmental staff to implement and maintain systems for document management and other systems that support more effective communication and information sharing. Specifically the incumbent will review and analyze current systems and recommend necessary action to improve or replace. Works with the CIO to oversee and manage new systems, develop, promote, implement and maintain systems necessary for smooth operation in a province wide decentralized organizational structure

**Special Corporate Projects, initiatives and assignments:** Leads and participates on projects as assigned by management; liaises with senior officials and staff across government, both provincially and federally; and within the departments; develops project plans with related budgets, manages project, prepares status and final reports, and carries out post-project work.

May perform other related duties as assigned

In addition to the knowledge, skills and abilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)

## SCOPE

<b>Contacts (Typical):</b>	<p>Internal: Minister, senior management, Executive Directors of Agriculture and Fisheries and Aquaculture and other levels of management (in two departments) on matters related to corporate administration, planning, facility management, corporate project management; OH&amp;S Administrator; Transportation and Infrastructure Renewal on facility management; central agency staff (CIO, Treasury Board Office and Public Service Commission) and Finance CSU on matters related to HR, IT and financial management.</p> <p>External: Federal departments (Agriculture and Agri-food Canada, Fisheries and Oceans), other provincial departments of Agriculture, Fisheries and Aquaculture, commercial providers of supplies and services, NS Federation of Agriculture, community-based interest groups and general public.</p>
<b>Innovation:</b>	<p>Balancing competing priorities: The incumbent continually devises ways to balance operational requirements with government policy and with the competing interests of numerous parties within the departments, among other departments, other levels of government, and the private sector. There is the requirement to think of world wide as well as deal with personal preferences and status issues. Often there are no guidelines or policies that provide a clear path to resolution. Instead, the incumbent must strive to mediate conflicting interests through negotiations. Often these projects must be developed on the basis of incomplete information, thus innovative strategies must be found to ensure the success of the projects.</p> <p>Ability to multi-task and set priorities: Effectively manage a wide variety of tasks through prioritization and work planning; demonstrate flexibility in responding to unforeseen work demands by reprioritizing tasks and adjusting work plans; recognize opportunities for improvements to operations and service delivery and be proactive in finding ways to take advantage of such opportunities.</p> <p>Initiative: Anticipate issues/risks, strategize/analyze situation and address them before they become problems; gather adequate and accurate information on current situations, assess risks and devise strategies to mitigate the impact, solve problems and make decisions proactively.</p> <p>Leadership and team building: Draw on experience and knowledge related to project management in leading and participating on special projects; lead by example, demonstrate commitment to team building/networking, planning and coordinating, communications, and accountability for results.</p> <p>Effective HR management skills: Manage reception function and scheduling of staff for coverage during business hours, Assignment of duties by managing open, positive and timely communications, demonstrating flexibility and willingness to find common ground on resolution of issues, recognizing the contribution of reception services to departments, developing procedures based</p>

	<p>on best practices for delivery of quality and uninterrupted reception services. Holds people accountable for their actions and results.</p> <p>Continuous learning: Seek to improve personal knowledge and understanding of client industries, of government's vision and long-term strategies for Nova Scotia and departmental to helping government achieve its objectives; impact understanding and knowledge of broader public service view when carrying out functions and in dealings with others.</p> <p>Partnering and Relationship Building: Build and maintain relationships with several networks of people to deliver timely and effective services and seek satisfaction of services provided through corporate services. Understands and adapts to the different networks and audiences to ensure effective communications of needs.</p> <p>Strategic Thinking — Proactively identifies operational deficiencies or risks, identifies long term plans/strategies to address the risk and/or solve the problem identified. Build support for the business case to effect change.</p>
<b>Decision Making:</b>	<p>Decision making is made within the legislative framework and the business and operational plans of the departments. The Coordinator is typically assigned projects from the supervisor. The incumbent decides on the methodology used to undertake the assignment based on professional knowledge and consideration of both departments with respect to all Corporate Services functions. The incumbent advises and makes recommendations based on analysis of information relating to areas of expertise and responsibility. Decisions made in carrying out supervisory duties related to reception include managing coverage of reception duties</p> <p>among a number of administrative staff, development of work procedures and management of relief staff. Decisions are made in relation to carrying out duties and responsibilities on project leadership and facilities management. Decisions typically relate to facilities, financial, human resources, procurement, information technology and special departmental projects.</p>
<b>Impact of Results:</b>	<p>Smooth operations of the Departments of Fisheries and Aquaculture and Agriculture in an environment of team building and continuous learning. Uninterrupted and quality reception services; High quality decision-support tools for departmental staff to utilize; Departments are accountable in meeting their corporate obligations with respect to facilities, finances, human resources, procurement and information technology;</p> <p>Successful completion of corporate projects and implementation of government policies and strategies at both department levels; Effective coordination of management and departmental industry meetings and events; Creating a workplace that is informative, welcoming, safe and complete with all necessary functions for each individual in both departments through orientation and facilities management.</p>

#### **People Management:**

	# Direct Resources Managed	# Indirect Resources Managed
<b>Additional Information (if required):</b>	This Job Reports to: Manager, Legislation & Corporate Services  With respect to the incumbent's roles and responsibilities using supervisory skills, the incumbent works closely with the administration team of the Policy and Corporate Services Branch to manage reception services.	

#### **LICENSES/CERTIFICATIONS**

<b>Data From Conversion:</b>	The job scope of the Corporate Services Coordinator is unique in that the incumbent services two departments; Agriculture and Fisheries and Aquaculture in a de-centralized environment with several offices located throughout the province. This requires considerable attention to detail, dealing with confidential information, a large scope of knowledge related to sectional issues and policies, as well as the ability to prioritize, be flexible and adaptive and tailor services to the unique needs of each department. The position serves as a point of contact for all Corporate Services requests throughout both departments.
------------------------------	---

#### **WORKING CONDITIONS**

## **Physical Effort**

## **Physical Environment**

## **Sensory Attention**

## **Psychological Pressures**

<b>Examples/ Additional Information:</b>	
	A Physical Environment  Examples: Road travel required to each location across the province when necessary  B Physical Effort Examples: Occasional required to sit at a desk (in front of computer) for extended periods of time, without opportunity for frequent breaks, to meet deadlines, unforeseen job demands, unavoidable heavy work loads. Required to sit while traveling.
<b>Data From Conversion:</b>	c Sensory Attention  Examples: Regular need to observe/listen while managing/supervising reception services, listening/speaking to others via telephone and in person. Regular need to work with computer (read/write) to prepare project plans/reports/briefings.  D Mental  Examples: Regular need to balance multiple priorities, meet frequent and demanding deadlines from all levels of authority and unforeseen demands, produce high quality/accurate results in developing reports, and interpersonal negotiation skills in managing people.