



Cabinet Committee Coordinator

Job Description

CLASSIFICATION JOB INFORMATION

SAP Job ID:	90000138
Position/Classification Title:	Cabinet Committee Coordinator
Pay Grade:	EC 06
Add-On Eligibility:	True
Standardized:	No
Inactive	No
Date Last Evaluated:	5/2/2018

JOB INFORMATION

Job/Working Title:	Cabinet Committee Coordinator
Department:	Executive Council Office
Division/Section:	Operations
Reports To (Position Title):	
Exclusion Status:	Excluded

OVERALL PURPOSE

The Cabinet Committee Coordinator (the "Coordinator") is responsible for the procedural and administrative operation of Cabinet and its sub-committees, as well as the daily operation of the processes of Executive Council Office. The Coordinator plays a key role in the Executive Council Office's support and execution of the Executive's decision-making process. This includes responsibility for the accurate and efficient management of meeting schedules and agendas, the tracking and review of submissions to Executive Council, and the conduct and support of cabinet meetings. Supporting the statutory and other legal requirements of the executive branch's work, the Cabinet Committee Coordinator works with minimal supervision and direction to ensure the operations of Executive Council Office run smoothly and its processes are adhered to by departments. The position also provides senior executive level administrative and operational support to the President (Premier), to the Ministers of the Executive Council (Cabinet), and to Cabinet Committees.

KEY RESPONSIBILITIES

Oversees the Executive Council committee processes, from educating departments on proper submission protocols to ensuring Orders in Council are consistent, correct, and executed accurately. This includes the Coordinator performing the following tasks:

- Independently reviews departmental submissions (e.g., briefing notes, appendices, communication plans, Human Resources Committee forms) to the Executive Council and its Committees for adherence to Executive Council standards for submissions, reviewing for errors or omissions such as missing or improperly marked schedules or appendices, missing or incorrect effective dates or incorrect statutory references to specific Acts or regulations. This examination requires an extensive knowledge and understanding of the different types of submissions to Executive Council and/or its Committees (e.g., Report and Recommendation, Memorandum to Executive Council, Ministerial Land Transaction, Ministerial Appointment and Presentations), as well as a well-developed network of departmental colleagues to contact in order to obtain required materials
- Resolve submission issues by requesting, in a timely manner, the information required from the department. Responsible for liaising with the appropriate Ministers' and Deputy Ministers' offices, Departmental Senior Solicitors and officials, to obtain relevant information/documentation, under tight time lines, to ensure that submissions meet Executive Council and/or its Committees' meeting agenda deadlines and standards.
- Determines which submissions are required to be routed for analysis by the respective Cabinet Advisors and Finance and Treasury Board Analysts, and Premier's Office staff, prior to capturing vital information regarding the submission in Filenet to start the paper flow process.

Ensures the efficient management of the weekly and bi-weekly Executive Council (and/or its Committees') meetings, ensuring that all logistical concerns for each meeting event are dealt with in an organized, efficient, and highly confidential manner. This involves liaising with Ministers' and Deputy Ministers' offices to ascertain Minister's attendance and scheduling, preparation of agendas and compilation of all other necessary meeting material for advance distribution to the Ministers and senior officials of the Committee via e-Cabinet.

Working with the Clerk of the Executive Council/Secretary to the Executive Council, Deputy Ministers, Executive

Directors, Cabinet Advisors, and Finance and Treasury Board Analysts, the Coordinator ensures the decisions of the Executive Council and its Committees are properly documented and officially communicated and released. This involves drafting official documents such as Orders in Council (U OIC's), Minute letters, Minutes of Meetings, Proclamations, Commissions, Human Resources (HR) Committee Appointment documents, appointment letters, Ministerial Appointments, and distributing them to Government Department.

Once an OIC or Minute letter is signed, the incumbent must work with the Premier's Office, senior management of Departments/Agencies and the Managing Directors of Communications Nova Scotia to manage the release of the Executive Council decisions. The incumbent must also determine which Orders in Council require publication in the Royal Gazette and ensure the publication occurs.,

The Coordinator is also independently responsible for ensuring accurate records are maintained for all decisions of the Executive Council and its Committees by updating the Executive Council Office (ECO) and Agencies, Boards and Commissions (ABC) web sites, OIC Website, and ECO databases (FileNet, - Appointment Database).

Applying the FOIPOP Act and principles of Cabinet confidentiality, the Coordinator uses sound judgement and knowledge to respond to requests from the Premier's Office, Members of the Executive Council (Ministers), Caucus Offices, MLAs, Deputy Ministers, Associate Deputy Ministers, Managing Directors of Communications, Civil Servants, Media and the general public for information associated with decisions of Executive Council and/or its Committees.

The Coordinator manages the distribution of Ministerial Expenses for public access and maintains up-to-date records on behalf of the Ministers, Principal Secretary, Ministerial Assistants and Executive Assistants, including the Speaker of the House and Opposition Leaders.

Independently coordinates the recruitment and appointment process for alt Adjudicative and NonAdjudicative Agencies, Boards and Commissions (ABCs) for the Province of Nova Scotia (approx 200 ABCs). This includes:

- providing leadership to a network of contacts across all departments of government and liaising with staff of the Premier's Offices on implementation of the appointment processes;

- coordinating the creation and implementation of IT solutions (database and website) to ensure timely and accurate information is available both within government and to the public;

- managing the ABC advertising program to ensure accuracy of information and compliance with corporate policy;

- Working with the Senior Corporate Policy Analyst Governance and Accountability and CNS to ensure continuous improvements are being made to the ABC advertising program to incorporate up-to-date recruitment strategies and value for money; and acting as the main point of contact and liaison with the staff and members (MLAs) of the House of Assembly Standing Committee on Human Resources and ensuring that accurate information is provided to the Committee within legislated requirements and established time lines.

Ensures the continuity of Government by composing, for the signature of the Premier and Lieutenant Governor: Reports and Recommendations, Oaths of Office, Oaths of Allegiance, Ministerial Precedence and letters to the Lieutenant Governor (e.g., resignation/appointment of members of the Executive Council, dissolution of Government), required for swearing-in ceremonies, Cabinet shuffles, Writs of Election and House of Assembly Openings / Prorogation. The Coordinator must have a thorough understanding of the Public Service Act and the Executive Council Act, as well as a general understanding of all other Acts of Nova Scotia in order to draft all documentation for these official ceremonies. The incumbent also ensures that government ceremonies run smoothly by liaising with the Protocol Office staff and staff of the Office of the Premier. This is the only division within Government performing this function and the Coordinator must have a thorough understanding of government procedures and past practices to ensure the above noted ceremonies are conducted in accordance with legal requirements. The Coordinator is responsible for maintaining the Executive Council Operational Manual to maintain an up to date compilation of these practices and procedures.

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

Contacts (Typical):	<p>The usual internal and external contacts and the purpose of those contacts required in the performance of this job:</p> <ul style="list-style-type: none">- The Coordinator interacts, on a daily basis, with the highest levels of office in government. The Coordinator must therefore develop and maintain excellent working relationships, and has daily contact with, the following offices and their senior staff and support staff: the President (Premier) and all members (Ministers) of the Executive Council, the Government Caucus Office, MLAs on Cabinet Committees, the Director of Communications, Press Secretary, Community Relations Officers and staff of the Office of the Premier, Secretaries to Ministers, Executive Assistants to Ministers, Ministerial Assistants, Deputy Ministers/Assistant Deputy Ministers and their Secretaries, Cabinet Advisors and the Finance and Treasury Board analysts. The contact relates to briefings on submissions to Cabinet and its committees and the communication of required follow-up for Cabinet submissions, as well as logistical issues for committee attendance and agenda placement.
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	<ul style="list-style-type: none"> - The Coordinator also deals, on a regular basis, with Department of Justice Solicitors representing all government departments, the Registrar of Regulations, Legislative Counsel Office, Communications Nova Scotia Managing Directors, Departmental Directors of Communications, ABC Department Coordinators and senior departmental staff, law firms, media and the general public regarding OICs, Minute letters, Proclamations, Regulations and ABC process and appointments. - The Coordinator also has regular contact with the Office of the Lieutenant Governor, Office of the Chief Justice of Nova Scotia, Office of the Speaker, and the Protocol Office to arrange for signing of OICs, Cabinet Shuffles, Swearing-in Ceremonies, Writs of Election, and House of Assembly Openings / Prorogation
Innovation:	<p>The typical creativity and problem solving required in this job include:</p> <ul style="list-style-type: none"> - The Coordinator frequently works in a time-sensitive, dynamic environment, and must have the creativity and problem-solving skills to deal effectively with last-minute, urgent requests of Cabinet and its committees. The Coordinator has a high degree of responsibility to ensure Executive decisions are facilitated, communicated, and executed. To facilitate this creativity and problem-solving, the Coordinator must have an extensive knowledge of government structure, Executive Council conventions, process and procedures, legislative processes, and must be familiar with Government priorities. The Coordinator often works independently, under minimal supervision, applying this knowledge to make informed decisions in a fast-paced environment to respond to inquiries from senior Ministers, departments, and elected officials. <p>The Coordinator must have the ability to think conceptually and analytically to understand the impacts of action or inaction, as well as the results of certain courses of action in respect of decisions Executive Council is asked to make. The Coordinator must therefore be able to immediately understand information presented to him/her to process the implications of a particular request or submission, including its political sensitivity, and legal, financial or strategic significance to government.</p> <p>The Coordinator must immediately adapt to change and amend processes and procedures in the case of Cabinet shuffles and change of Government. When a change occurs, the Cabinet Committee Coordinator must be flexible to whatever new leadership style is encountered and make recommendations for process changes to accommodate the new environment. The Coordinator must also be creative and identify improvements to processes through use of technology to maximize efficiency.</p>
Decision Making:	<p>The usual types of decisions made in this job and the types of problems or decisions that must be referred to a supervisor include:</p> <ul style="list-style-type: none"> - The Coordinator makes procedural and administrative decisions that affect the working of Cabinet and its committees. Chief among these are decisions related to the proper work flow assignment and distribution of submissions to ECO and T BO staff for analysis, and Ministers for review and consideration. Strong coordination of the activities of the Executive Council, as well as exceptional judgement, are critical to prevent significant embarrassment and disruption to Government. Consequences of improperly-timed OIC's or submissions errors can be far-reaching and can impede the effective operation of the Executive Council and government itself. - The Coordinator must independently prioritize competing projects and requests and ensure that proper and complete information is provided to Executive Council and its Committees in a timely manner. - Applying a thorough understanding of principles of Cabinet Confidentiality, the Coordinator must also quickly determine what information is appropriate to release in response to inquiries from departments, legislative offices (e.g., caucus offices, auditor general), media, and the general public. Discretion, courtesy, composure, and common sense are prerequisite personal traits for the position. - Applying significant knowledge of government structure and operations, the Coordinator must exercise sound judgment to alert the Director, Executive Council Operations and the Executive Di rector, Executive Council Operations to issues of bureaucratic and political significance.
Impact of Results:	<p>The typical impact of end results produced by this job are:</p> <ul style="list-style-type: none"> - Results achieved directly impact the Executive Council Office's ability to efficiently and effectively: <ul style="list-style-type: none"> - provide advice on the Executive Council and its Committees' practices and requirements, in particular, submissions to the Executive Council - provide secretariat support for meetings of the Executive Council and its Committees ensuring Government's requirements are met, and - maintaining the records of decisions of the Executive Council and its

	<p>Committees.</p> <ul style="list-style-type: none"> - Results achieved have a far-ranging impact, affecting all members of the Executive Council, government departments and employees, and the public to minimize the potential for inaccurate or improper information being considered by Executive Council and its Committees, which may cause embarrassment and disruption to government.
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People Management:

	# Direct Resources Managed	# Indirect Resources Managed
Additional Information (if required):	<p>This Job Reports to: Manager, Cabinet Committees Job Titles and number of incumbents reporting to this job: (if applicable) This job has no direct reports (Indirect Reporting) This Job Reports to: President and Members of the Executive Council and its Committees Deputy Minister to the Premier (Head of the Public Service) Clerk to Executive Council Secretary to the Executive Council Deputy Minister of Finance and Treasury Board Associate Deputy Minister of Treasury Board Office Executive Director of Executive Council Office Cabinet Advisors Senior Corporate Finance and Treasury Board Analysts</p>	

LICENSES/CERTIFICATIONS

Data From Conversion:	<p>Include information not referenced elsewhere in the job description that will further help the reader to understand what is typical of this job.</p> <p>In addition to the knowledge, skills and abilities outlined in the job description, there may be assignment specific requirements. For example, French language, drivers license or membership in an employment equity group.</p> <p>If a credential, license, trade certification, or professional designation is required to fulfill the duties of this job, include it in this section (ex: P. Eng., CA, Journeyperson Certificate). Do not include qualifications or experience. When recruiting for Bargaining Unit positions, please refer to the Approved Qualifications Guides for minimum education and experience requirements located on MyHR.</p> <p>This is a unique, "center of government" position that requires a thorough awareness and technical knowledge of the operations of Executive Council and its Committees. The impact of decisions made in the position are farreaching and impactful to the operating of government. The Coordinator must also build and maintain relationships with individuals at all levels, across government. The Coordinator must apply this knowledge while demonstrating superior professionalism, organization, initiative, and problem-solving abilities.</p>
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WORKING CONDITIONS

Physical Effort

Minimal - Work activities involve alternating positions of light physical activities, which cause little physical effort. Majority of time of spent in a comfortable position with frequent opportunity to move about at will. Activities require a variety at easy muscle movements
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Physical Environment

Minimal - Works in an environment with occasional exposure to mild unpleasant or disagreeable conditions, and/or a remote possibility of risk of accident or health hazards.
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Sensory Attention

Moderate - Work activities involve need to concentrate on a variety of sensory inputs for intermediate durations at a time requiring close attention several times daily. If sensory activities are interrupted, time is required to backtrack to resume activities, involving lost time. The need for detailed or precise work is moderate.
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Psychological Pressures

Moderate - Work activities are performed in an environment with occasional exposure to one or more mental

Psychological Pressures

pressures. The mental stress would not be noticeably disruptive to the work, nor would the unpleasant reaction be too strong or persistent, e.g., pressure or deadlines, quotas or need for accuracy, unpleasant public or client contacts, probable concern about unpleasant situations, repetitious work, and/or some disruption of personal life because of work, work schedules or need to travel.

Examples/ Additional Information:	
	<p>A Physical Environment</p> <p>The Coordinator may occasionally need to work in an environment with some intermittent exposure to mild physical discomfort and/or a remote possibility of accident or illness. After-hours work is often required<Click here to enter></p> <p>B Physical Effort</p> <p>Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about. On rare occasions, the incumbent may need to bend or move/lift light articles (meeting binders).</p> <p>C Sensory Attention</p>
Data From Conversion:	<p>Attention to detail is paramount. There is a regular need to concentrate on listening, reading, and proofing while interpreting detailed, technical information. The incumbent is constantly dealing with confidential information and determining how to resolve problems to meet multiple deadlines. This must be accomplished in an environment where there is constant interruption.</p> <p>D Mental Pressures</p> <p>A high level of mental concentration is required. The incumbent is under considerable pressure from continual deadlines, the need for high degree of accuracy, and/or conflicting demands. Handles a high volume of requests for service, which must be continually re-assessed for priority order, depending upon urgency and nature of requests, including demand for immediate attention. There are, at times, unpleasant contact with the public or clients, and some disruption of personal life is common because of work and work schedules.</p>