

CLASSIFICATION JOB INFORMATION

SAP Job ID:	90000842
Position/Classification Title:	Executive Assistant to CEO
Pay Grade:	EC 06
Add-On Eligibility:	False
Standardized:	No
Inactive	No
Date Last Evaluated:	6/7/2021

JOB INFORMATION

Job/Working Title:	Executive Assistant to CEO
Department:	Human Rights Commission
Division/Section:	Office of the CEO
Reports To (Position Title):	
Exclusion Status:	Excluded

OVERALL PURPOSE

Under minimal direction, the Executive Assistant provides senior level assistance and is responsible for the efficient and effective operation of the Office of the CEO and the decision-making process of the Commissioners (as the recording secretary of human rights decisions that have a significant impact on the human rights of Nova Scotians). Part of this role is to be the liaison and conduit between the Chairperson of the Commission and the CEO as well as between the Chairperson of the Commission and the other Commissioners. This position supports the CEO by providing a liaison function for staff and other government departments, commissions and agencies (federal, provincial, and municipal), as well as external agencies. This involves managing, coordination and scheduling of all aspects of the CEO's role, including: issues management; government relations; legislative processes and procedures; stakeholder relations; public relations; and commission and Commissioner meetings. With a comprehensive knowledge of the Commission's functions and activities, the Executive Assistant will recognize, in particular, the CEO's responsibility for the overall department. The Executive Assistant maintains up-to-date knowledge of government practices and policies in order to deal with and decrease the amount of time the CEO spends on routine matters such as office enquiries, correspondence and requests at the administrative level.

Documents supporting actions/policies requiring the approval of Finance and Treasury Board and Executive Council as well as telephone enquiries and correspondence from the general public and varied stakeholders flow through the Office of the CEO and this position is responsible for efficiently and effectively overseeing this information flow.

KEY RESPONSIBILITIES

Manages the bi-monthly Commission meetings by ensuring that all materials for the meetings are in order and presented to the CEO in a timely manner, developing the agenda for the meeting, getting packages for the meetings prepared and delivered, attend meetings to support the Chairperson and to be the official recording secretary for the Commission meetings, develop action items and ensures that they are implemented, drafts decisions and other correspondence for the signature of the Chairperson, ensures timely communication of those decisions to the parties. As official recording secretary, the incumbent is solely responsible for accurately recording the decisions made on human rights complaints that have a significant impact on the lives of Nova Scotians. As official recording secretary, the Executive Assistant is called upon to verify the decisions in court proceedings.

Manages the CEO's Office, including: budget administration, workload planning; staff hiring, office administration and project management. Managing day-to-day operations of the office and coordinating multiple events both on-site and off-site is a major challenge. Ensuring that all logistical concerns for every meeting event are dealt with requires excellent planning and organizational capabilities. Coordinates the day to-day activities of the Office of the CEO by liaising with senior management, representatives of other government departments, commissions and agencies (federal, provincial and municipal) as well as the general public.

Manages CEO's schedule and maintains CEO's electronic calendar. Arranges all appointments, meetings and conference calls for the CEO, books the appropriate venues, and assembles the relevant files. Assesses and assigns priority to the CEO's email and mail, routing as appropriate and maintaining confidentiality as warranted; locates and attaches relevant background materials to facilitate action indicated in the correspondence; brings all urgent matters to the CEO's attention expediently; in the CEO's absence, acknowledges correspondence or refers to others for action. Maintains a bring forward system.
Composes letters and memos for the CEO. Prepares and proofs correspondence notes and reports drafted by senior department staff with maximum accuracy, speed and minimum supervision for signature of the CEO and Chairperson of the Commission. Ensures briefing notes are received on critical issues in a timely manner.
Coordinates the functional activities of the Office of the CEO. Delivers effective supervision of clerical staff by providing clear standards, support, knowledge/information, feedback, training, coaching and empowerment they require to provide customer-oriented service and succeed in their positions.
Coordinates and prepares presentations for CEO's speaking engagements. Coordinates meetings and logistics for both in and out of province meetings, ensuring the CEO and Chairperson receive all relevant materials prior to the meetings.
Organizes travel and accommodation requirements, prepares itineraries for the CEO, Chairperson and Commissioners. Confirms and finalizes transportation and hotel reservations as well as financial arrangements, maintains travel records and prepares travel expense claims as required.
Maintains effective financial controls in the Office of the CEO by managing the processing of invoices, preparing monthly financial forecasts, reconciling monthly accounting reports, preparing annual budgets, and monitoring all accounting and budget transactions in accordance with government and departmental policies.
Occasional <ul style="list-style-type: none">- Arranges for stationery, office equipment and furniture for the Executive Office. Adjusts forecasts monthly to ensure budget remains on target.- Processes all invoices for payment, purchase orders and cheque requisitions and absentee reports for the Executive Office.- Contributes to the development of work standards; initiates or improves processes to achieve the standards.- Ensures that support staffing is in place when scheduling time away from work (vacations, participation in continuing education, etc.).- Actively participates in staffing actions as a member of selection panels

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>Excellent communication skills are necessary to determine the nature of the contact or inquiry and liaise with external and internal stakeholders.</p> <p>Within Government Develops/maintains excellent working relationships with senior officials and staff of the Commission. Contact and teamwork with, the Chairperson and Commissioners. Contact with other provincial government departments and the courts. Frequent contact with municipal, provincial, federal counterparts.</p> <p>Outside Government Responds with discretion to enquiries from public, private industry, external stakeholders. Deals occasionally with travel agencies, hotels, or conference facilities. Deals occasionally with unions (CUPE, NSGEU). Daily contact with the general public, private and public sector pertaining to the accountability of the CEO. Regular contact with both internal and external stakeholders and groups.</p>
Innovation:	<p>Excellent judgement and ability to prioritize multiple priorities under simultaneously tight deadlines are required. Analyses situations thoroughly, solves problems independently, and keeps the CEO updated on actions taken while anticipating Senior Management's information requirements.</p> <p>The position develops solid working relationships with senior staff, adapting style and approach as required to and efficiently coordinate added competing priorities.</p> <p>It is necessary to be versatile and organize working styles and processes to coincide with change.</p>
Decision Making:	<p>Signing authority for CEO cost centre for cheque requisitions, payment of accounts, journal entries, DPO's as required. Adjusts monthly forecast for Executive Office if requested.</p>

	<p>As part of the Administrative team in the Commission, the Executive Assistant provides direction and advice to others at all levels, on a regular basis. Proper use, maintenance and repair of office equipment and supplies.</p> <p>Excellent judgement and ability to prioritize multiple priorities under tight deadlines are required. Excellent communication skills are necessary to liaise with external and internal stakeholders. Analyses situations thoroughly, solves problems independently, and keeps the CEO informed of actions taken while anticipating the CEO's information requirements.</p> <p>Must have a high degree of professionalism, tact, diplomacy and a high level of confidentiality and sensitivity to the needs and requirements of senior officials including the CEO and the Chairperson of the Commission, various government departments, senior management, other staff and the general public. Must understand the political and bureaucratic significance of issues and documents dealt with by the Commission and exercise sound judgement in alerting the CEO to critical information.</p>
Impact of Results:	<p>The work of the position results in the efficient and organized use of resources – financial, time and human. Responsible for ensuring effective administrative support in all aspects of the position and supporting the overall office functioning in support of corporate priorities.</p> <p>The Executive Assistant establishes and maintains a client-centered environment focused on the consistent delivery of high-quality service through proficient, responsive, seamless and effective processes.</p> <p>Results achieved contribute to the ability of the Commission to effectively meet operational targets.</p>

People Management:

	# Direct Resources Managed	# Indirect Resources Managed
Additional Information (if required):	<p>This Job Reports to: CEO</p> <p>Job Titles and number of incumbents reporting to this job: N/A</p>	

LICENSES/CERTIFICATIONS

Data From Conversion:	<p>Includes information not referenced elsewhere in the job description that will further help the understanding of what is typical of this job, such as a credential, license or professional designation which is required to perform the work (ex: P.Eng., CPA, Journeyperson Certificate, etc.). Does not include education and experience.</p> <p>This position works in an environment of regular change as CEOs and Chairpersons/Commissioners are appointed for term by the Governor in Council. When a change in CEOs occurs, the Executive Assistant must have the ability to immediately adapt to the new CEO and must be flexible to whatever new management styles are encountered. It is necessary to be versatile and organize working habits to coincide with any changes that occur. The Executive Assistant has a direct impact on the public image of the CEO's and Chairperson and Commissioners agenda, policies and activities. Without strong coordination and execution of the activities of the CEO's Office, as well as exceptional judgement, the CEO and the Commission are open to significant public embarrassment. The consequences can be far reaching and can impede the effective operation of the CEO's office and the entire Human Rights Commission. Discretion, courtesy, poise and common sense are personal traits to be demonstrated by the incumbent.</p> <p>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.)</p>
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WORKING CONDITIONS

Physical Effort

Physical Environment

Sensory Attention

Psychological Pressures

Examples/ Additional Information:	
Data From Conversion:	<p>A - Physical Effort Work activities involve alternating positions of light physical activities {sitting, standing, walking, bending, lifting light weight animate/inanimate objects, intermittent periods of keyboarding etc.), which cause little physical effort. Majority of time spent in a comfortable position with frequent opportunity to move about at will. Activities require a variety of easy muscle movements.</p> <p>B - Physical Environment Works in an environment with occasional exposure to mild unpleasant or disagreeable conditions, e.g., negligible conditions at dust, dirt, noxious odours, noise etc. and/or a remote possibility of risk of accident or health hazards.</p> <p>C - Sensory Attention Work activities involve need to concentrate on a variety of sensory inputs for intermediate durations at a time requiring close attention several times daily. e.g., advanced work processing or graphical layout, creation of spreadsheets, building new formula, data entry or attending to single or simultaneous tasks where accuracy to detail is important, taking/transcribing minutes at meetings, etc. 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.</p> <p>D - Mental Pressures Work activities are performed in an environment with occasional exposure to one or more mental 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.</p> <p>Constant shifting priorities and demands that frequently change the course of the day.</p>