



# Senior Executive Administrative Coordinator

Job Description

## CLASSIFICATION JOB INFORMATION

SAP Job ID:	90004031
Position/Classification Title:	Senior Executive Administrative Coordinator
Pay Grade:	EC 07
Add-On Eligibility:	False
Standardized:	Yes
Inactive	No
Date Last Evaluated:	1/21/2021

## JOB INFORMATION

Job/Working Title:	Senior Executive Administrative Coordinator
Department:	Cross Departmental
Division/Section:	Office of the Deputy Minister or Minister
Reports To (Position Title):	Deputy Minister of Minister
Exclusion Status:	Excluded

## OVERALL PURPOSE

The Senior Executive Administrative Coordinator is responsible for leading and coordinating a broad range of activities and functions which ensure the efficient and effective operation of the Executive Office. The job is responsible for the liaising, development of relationships, planning, and coordination of activities in support of departmental programs and services. The job gathers and analyzes information, assesses options and makes recommendations as appropriate. The work of the job contributes to a positive perception of Government's agenda, policies and activities and the successful implementation of programs and services.

## KEY RESPONSIBILITIES

The Coordinator represents the Executive Office to internal and external representatives and facilitates the resolution of inquiries directed to the Branch. Coordinates and provides advice and assistance on a variety of processes and documentation such as submissions to Executive Council, Briefing Books and Notes, Ministerial and Deputy Minister correspondence, contracts, procurement, Freedom of Information requests and any other documents or processes requiring submission to and/or the review and approval by the Minister or Deputy Minister. Ensures that documents submitted contain all necessary information, are properly signed, submitted, and tracked through the Office and returned to the originator when corrections or additional information are required. Coordinates with the originator to discuss and schedule necessary briefings. Develops procedures, guides and processes as required.

Monitors revenues and expenditures, adherence to procurement guidelines, and leads budget forecasts. Maintains effective financial records, processes invoices, prepares monthly financial forecasts, reconciling monthly accounting reports, prepares annual budgets, and monitors all accounting and budget transactions in accordance with government and departmental policies.

Works closely with the Deputy or Minister keeping them well informed of priorities and requests. Collects and analyzes information and presents findings and options on a variety of issues, such as background on requests to speak or meet, presentations and speeches, and briefing materials. Ensures their schedules are followed and respected. Coordinates logistics for both in and out of province meetings, ensuring receipt, completeness, clarity, and organization of all relevant information, coordinating with meeting/event organizers and departmental Director of Communications, (as required). The Coordinator is a main point of contact for the Executive Office facilitating cross departmental coordination, tracking and management of internal processes.

Coordinates the day-to-day activities of the Office by liaising with senior management, representatives of other government departments and agencies (federal, provincial, and municipal), stakeholder organizations and associations and the public. Supports departmental and government Business Plan priorities by providing advice and coordinating, planning, and/or leading the contributions and activities of the Office. Determines appropriate course of action. Leads the development of project tracking documents as required. Communicates directly on behalf of the Deputy or Minister.

Coordinates planning and daily operations of the Executive Office by leading and coordinating key activities.

Researches, prioritizes, and follows up on incoming issues or concerns. The Coordinator oversees meeting scheduling and appointments, correspondence drafting and tracking, meetings and committee support and effective filing and tracking of documents. Coordinates and/or conducts quality reviews on all documents and materials, both incoming and outgoing. Supervises clerical and administrative staff by providing clear standards, support, knowledge/information, feedback, training, and coaching, as required. Responsible for the recruitment and orientation of new staff and manages performance targets, as required.

Coordinates a variety of special projects as requested by the Deputy or Minister. Provides project coordination, Reviews project documentation to ensure all deliverables required, as per policies and standards, are completed. Tracks and reports status of projects.

Coordinates activities to on-board and provide orientation to new deputies and ministers; adapts and revised internal processes in response to new management styles. Ensures process changes are documented and communicated.

The Coordinator works collaboratively within the Executive Offices, supporting and providing back-up and assistance to other Coordinators as required.

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>Regular contact with senior officials within the Department and across government. The Coordinator has regular contact with senior staff within the Department, and other provincial government departments as well as the Office of the Premier. Frequent contact with municipal, and federal counterparts. The Coordinator is a team player, building relationships with a variety of stakeholders.</p> <p>Regular contact with the public, private industry, external stakeholders, industry associations and the media. The Coordinator gathers information, assesses the inquiry, redirects as appropriate and/or determines appropriate response.</p> <p>Excellent communication skills are necessary to determine the nature of the contact or inquiry and liaise with external and internal stakeholders.</p>
<b>Innovation:</b>	<p>Excellent judgement and ability to prioritize multiple priorities under simultaneously tight deadlines are required. Analyses situations thoroughly, solves problems independently, and keeps the Deputy Minister or Minister updated on actions taken while anticipating Senior Management's information requirements.</p> <p>High degree of professionalism, tact, diplomacy and a high level of confidentiality and sensitivity to the needs and requirements of senior officials including the Minister and Deputy Minister, various government departments including the Office of the Premier, senior management, other staff and the general public. Must understand the political and bureaucratic significance of issues and documents dealt with by the department and exercise sound judgement in alerting the Deputy Minister/Minister to critical information.</p> <p>The work of government is becoming more and more aligned and departments are working in a collaborate and horizontal manner. Adding to this complexity, the Deputy and/or Minister may hold multiple portfolios. These conditions create a complex environment requiring a high level of knowledge of government priorities overall as well those associated with the specific department(s). The Coordinator must be familiar with department/responsibilities held by a Minister and/or Deputy must acquire working knowledge of the extra portfolio's mandate, programs, clients and departmental priorities.</p> <p>The Coordinator works in an environment of regular change as Deputy Ministers and Ministers rotate through government portfolios and/or new executives are appointed.</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</p>

	coincide with change.
	<p>Signing authority for Minister/Deputy Minister cost centre for cheque requisitions, payment of accounts, journal entries, DPO's. Adjusts monthly forecast for Executive Office.</p> <p>As part of the Senior team in the department, the Executive Administrative Assistant provides direction and advice to others at all levels and participates in Executive meetings as required. Proper use, maintenance and repair of office equipment and supplies.</p>
<b>Decision Making:</b>	The Coordinator must be proactive, show initiative and use sound judgement, when reviewing information and developing options or determining next steps. The position makes decisions on the day to day implementation, coordination and organization of comprehensive office operations and work plan tracking. The position works with considerable freedom to make decisions on the development of processes and procedures that support the effective and efficient management of the Department and its key functions. The Coordinator must be a critical thinker to evaluate solutions in terms of business, financial and client impacts and to look for opportunities to strengthen and support efforts of the Department.
	<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>
<b>Impact of Results:</b>	<p>The Coordinator 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 Department to effectively meet operational targets.</p>

### **People Management:**

	# Direct Resources Managed	# Indirect Resources Managed
<b>Additional Information (if required):</b>	Supervises administrative staff in the Executive Offices, (if applicable); provides advice and direction to departmental administrative staff related to Executive Office processes and requirements.	

## **LICENSES/CERTIFICATIONS**

## **WORKING CONDITIONS**

### **Physical Effort**

Work activities involve rotating positions of light physical activities, requiring little physical effort and/or easy muscle movements. Majority of time is spent in a comfortable office setting, with some site visits as required, and frequent opportunity to move about and/or change positions.

### **Physical Environment**

Works in an environment with exposure to acceptable working conditions. Occasional exposure to mild unpleasant or disagreeable conditions (e.g., dust, dirt, noise, etc.) and possibility of accident or health hazards is minimal.

### **Sensory Attention**

Work activities involve a need to concentrate on a variety of sensory inputs for short durations, several times a day, requiring attention to detail. If interrupted, some lost time is experienced to backtrack and continue activities. The need for detailed or precise work and/or repetitive tasks is moderate.

### **Psychological Pressures**

Work activities are performed in an environment with occasional exposure to one or more psychological pressures (e.g., deadlines, repetitive work, moderate unpleasant public/client situations, etc.). Has the ability to largely control the pace of work with few interruptions. The degree of psychological stress is not noticeably disruptive to the work, and the unpleasant reaction is not too strong/persistent. Disruption to personal life due to work, work schedules or travel is moderate.

<b>Examples/ Additional Information:</b>	Constant shifting priorities and demands that frequently change the course of the day.
--	--

**Data From Conversion:**