



Job Specification

Position Title: ADMINISTRATIVE ASSISTANT
Job Code: OPSEU - Office Administration 10, 10OAD
Job ID: 34184

Purpose of Position:

To provide confidential support and administrative services to the Assistant Deputy Minister, Ring of Fire Secretariat, the Director, Aboriginal Community & Stakeholder Relations, and to the Director, Executive Projects Office and Ring of Fire staff as required.

Duties/Responsibilities:

Under the general supervision of the Director, Aboriginal Community and Stakeholder Relations and a matrix reporting relationship with the Director, Executive Projects, the incumbent works in an environment of tight deadlines for the ADM's office in Thunder Bay, where the managers are frequently absent on business, the position:

Provides confidential support services to Directors and the ADM by:

- 1) Organizing and prioritizing the daily, weekly and monthly activities of the Directors and ADM; reviewing the appropriateness of requests for meetings and speaking engagements, ensuring that the Directors and ADM are well-briefed for each event; keeping informed of other senior staff whereabouts to facilitate prompt contact as well as arranging appointments in the Director's and ADM's absence; coordinating , travel arrangements (including international), meeting arrangements (both within home community and throughout the province), and conference arrangements.
- 2) Reading all incoming correspondence, including confidential and sensitive information addressed to the Directors and ADM, checking for appropriate attachments, selecting priority matters and conducting research and assembling relevant background information pertaining to a particular subject area prior to bringing to the Directors and ADM's attention.
- 3) Controlling the flow of correspondence to and from the Directors and ADM's office which includes operating and maintaining an electronic logging/tracking system for all correspondence; directing written queries and action requests from the Minister or Deputy Minister's offices, other ministries and various private sector groups to appropriate Ring of Fire and Executive Project staff in the Directors and ADM's absence; composing routine correspondence and replies to queries from verbal instructions, notes or own initiative for signature of the Directors or ADM; ensuring flow of information, assessing urgency and priority, referring matters to appropriate parties, providing advice, input and suggestions, coordinating and following up to ensure resolution.
- 4) Resolving general telephone inquiries from all sources by referring to appropriate office, providing information concerning the Ring of Fire Secretariat and Executive Projects Office, exercising discretion as to material disclosed, referring complex/confidential inquiries to the Directors and ADM.
- 5) Preparing and processing expense claims, invoices and purchasing documents; confirming attendance records.
- 6) Investigating and researching data for reports and Director and ADM's briefings. Assigning all Ring of Fire Secretariat and Executive Projects requests for briefing notes and following-up to ensure deadlines are met
- 7) Deciding in the absence of the Directors and ADM how best to deal with queries, concerns and comments received i.e. which senior staff should be alerted on specific issues, whether the Deputy or Minister's office should be alerted. Completing additional duties as assigned by the Directors and ADM.
- 8) Preparing and composing from written drafts, notes or verbal instructions documents such as letters, memoranda, spreadsheets, reports, charts, contentious issue reports, briefing notes, performance appraisals, itineraries, agendas, meeting minutes and presentations using a variety of software packages e.g. Word, Excel and PowerPoint and proof reading for accuracy, grammar and content.

9) Ensuring secure and confidential clerical and office services and procedures including electronic mail, organizing and maintaining Directors and ADM personal electronic and manual filing and bring forward systems, updating and retrieving information from files as requested, maintaining supplies, word processing and outside services.

The incumbent shall work in compliance with the Occupational Health and Safety Act and its regulations and any workplace practices as directed by the employer.

Note: Managers have the right to assign additional duties.

Knowledge:

- Knowledge of the Office of the Assistant Deputy Minister and of the organizational structure of the Ring of Fire Secretariat, Executive Projects Office, Ministry and Ontario Public Service (OPS) as well as Ministry/OPS priorities and activities sufficient to provide verbal and written information to general inquiries from internal and external sources or to determine where or whom complex inquiries should be directed such as inquiries from staff, senior staff, other ministries, federal government, associations such as Prospectors and Developers Association of Canada,(PDA), Ontario Mining Association (OMA), industry clients and universities
- Knowledge of government policies, e.g. Freedom of Information and Protection of Privacy Act to ensure accurate information is shared with parties when providing information and responses to inquiries;
- Knowledge of Ministry and OPS administrative manuals, financial, travel and purchasing directives and guidelines to carry out a variety of support and administrative services for the Directors and the Assistant Deputy Minister, such as procedures for routing correspondence, processing invoices, expense claims, establishing and maintaining filing systems, ordering office supplies.
- Knowledge of multi- ministries involved in inter-related projects (e.g. MNR –Far North Land Use Planning) including the federal government (e.g. Natural Resources Canada (NRC) – Minerals and Metals Sector) in order to schedule meetings, prepare meeting packages and assign priority to issues requiring resolution
- Knowledge of word processing equipment and related software packages in order to produce documents/presentations/reports using a variety of features such as formatting and merging text, maintaining electronic files and bring forward systems, and managing electronic mail on the Director`s and ADM`s system.
- Knowledge of the Occupational Health and Safety Act and those regulations made under the act that apply to the workplace and the work being performed.

Staffing and Licensing Requirements:

Word processing and keyboarding skills to Ministry standards.

Skills:

- Reasoning to set priorities, organize workload and carry out tasks independently and with minimal guidance; discretion in handling information of high confidentiality, contentious and/or political sensitivity.
- Analytical and research skills to determine when and what types of information to release when reviewing and responding to information requests, inquiries or complaints on behalf of the Directors or ADM and when to refer to them or other staff; to judge importance of/prioritize various issues that pass through the offices.
- Problem-solving for independent decision making to deal with constantly shifting priorities, briefing note requests, and incoming calls/requests and to ensure deadlines are met and identify and resolve administrative problems.
- Written communication skills to compose correspondence, to edit for correct terminology, grammar, spelling and syntax for own or the Director`s andADM`s signature and to edit letters prepared by other staff to ensure accurate content.
- Oral skills to deal effectively with senior officials and staff, within the ministry and in multi ministries, and the public; when dealing with annoyed clients or callers and when explaining or clarifying a request for information on behalf of the Directors and ADM, briefing notes coordinator, Minister`s office all the while ensuring deadlines will be met. Advising senior managers of Director or ADM`s requests or requirements.
- Inter-Personal skills to deal tactfully and diplomatically with minister/deputy minister`s offices, other senior government officials, senior management, co-workers, heads of associations such as PDAC, mining company executives, and the general public.

- Organizational skills to retrieve background file information with efficiency to provide proper context for issue resolution by the Directors and/or the ADM; to prioritize work in order to meet deadlines, set/up and maintain files, events calendar and make travel or meeting arrangements.

Freedom of Action:

- Position works under the general supervision of the Director, Aboriginal Community & Stakeholder Relations and a matrix reporting relationship with the Director, Executive Projects and in accordance with established procedures and method with access to ministry directives, guidelines, administrative manuals and quality standards.
- Position requires exercise of latitude in decision making by independently managing the Director`s and the ADM`s Thunder Bay Office activities during frequent business outside of the office and ensuring issues/requests are explained to and coordinated with other areas within the Ministry and Ontario Public Service and within tight deadlines. This may require the position to take proactive action and make decisions in the absence of direction from the Directors and ADM.
- Position required to review all Directors and ADM correspondence, prioritizing information for ADM`s and Director`s review and action and assigning urgent items in their absence to appropriate staff.
- Position requires ensuring Directors and ADM are kept apprised of all scheduled appointments and ensuring that briefing material and files are available to support them at meeting/presentations.
- Errors could result in delays and/or the release of confidential information causing operational inefficiencies, lost mining investment opportunities and embarrassment to the Ministry.