

**1. IDENTIFICATION**

Position No.	Job Title	Supervisor's Position	Fin. Code
10-12503	Executive Secretary	Assistant Deputy Minister	10020-01-1-235-1002000-01
Department	Division/Region	Community	Location
Health	Directorate	Iqaluit	Headquarters

**2. PURPOSE**

<b>Main reason why the position exists, within what context and what the overall end result is.</b>
<p>As a member of the Directorate Division Support Team, the Executive Secretary is responsible to provide overall administrative support and office management services for the Assistant Deputy Minister (ADM) in Health. The position will be dealing with sensitive and confidential information on a daily basis. This is a bilingual English and Inuktitut position. The position is located in Iqaluit.</p> <p>The Executive Secretary is responsible for managing and coordinating the office of the Assistant Deputy Minister by carrying out general secretarial, clerical, financial, and administrative functions and ensures timely and accurate completion of tasks. This position is responsible for supporting the ADM with Ministerial Office documents such as briefing notes and cabinet submissions including Requests for Decision (RFD).</p> <p>This position is key to maintaining public and interdepartmental relationships, as it is often the first point of contact for clients and other departments who have issues to be discussed by the ADM and/or the Department.</p>

**3. SCOPE**

**Describe in what way the position contributes to and impacts on the organization.**

The mission of the Department of Health is to promote, protect, and enhance the health and well-being of all Nunavummiut, incorporating Inuit societal values at all levels of service delivery and design.

The Department of Health has approximately 1100 employees, in every Nunavut community. The Department delivers healthcare to Nunavummiut within and outside of the Territory.

The Directorate division is responsible for the overall management and strategic direction of the department through the offices of the Deputy Minister, Assistant Deputy Ministers, and Chief Medical Officer of Health. The Directorate also oversees the implementation of government mandates, Inuit societal values and other Government of Nunavut strategies.

The incumbent:

- Must act independently in assigning or completing tasks or referring them to the Assistant Deputy Ministers. This will involve considering all options and or appropriate decisions and directing where necessary to key personnel.
- Has latitude and is required to deal independently with a wide range of issues with the Department, Minister's Office and the public. The incumbent needs to consider all options and/or appropriate action.
- Completes self-assigned work within the context of Departmental activities and requirements. The incumbent has wide discretion in defining scope and parameters. Many decisions will occur in consultation with Assistant Deputy Minister. Decisions must comply with policies/directives of the Department, the GN, collective agreements and other applicable legislation.
- Completes work that is assigned either verbally or in writing by the Assistant Deputy Minister and/or delegates.

More direct impacts are:

- Daily office operations of the Assistant Deputy Minister, including independent completion of Ministry associated tasks
- Responses to queries from the public, government and industry;
- The Assistant Deputy Ministers' schedules and travel;
- Communications amongst the DM, the ADMs, CMOH, other GN executive employees and the Ministers' office including management of sensitive information; and
- The operation of records and information management and retrieval systems for the ADMs' offices.

All Inuit Societal values will be respected by the Executive Secretary.

- Inuuqatigiitsiarniq: Respecting others, relationships and caring for people.
- Tunnganarniq: Fostering good spirits by being open, welcoming and inclusive.
- Pijitsirniq: Serving and providing for family and/or community.
- Aajiqatigiinni: Decision making through discussion and consensus.
- Pilimmaksarniq/Pijariuqsarniq: Development of skills through observation, mentoring, practice, and effort.
- Piliriqatigiinni/Ikajuqtigiinni: Working together for a common cause.
- Qanuqtuurniq: Being innovative and resourceful.
- Avatittinnik Kamatsiarniq: Respect and care for the land, animals and the environment

## 4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.

Provides overall executive coordination and support to the Assistant Deputy Minister and departmental staff by:

### Reception and Point of contact

- Dealing with personal, confidential, sensitive, and restricted/protected information on a daily basis;
- Developing and maintaining communications systems to enable the Assistant Deputy Minister, to be contacted on a daily basis while engaged in their duties;
- Analyzing and notifying the Assistant Deputy Minister of priority matters or things that require urgent attention;
- Liaising with the Minister's office, Deputy Ministers, and other Assistant Deputy Ministers for the ADM when requested or as necessary.
- providing information as required to the public by phone, fax, email, and other electronic data transmissions
- greeting clients and providing assistance

### Meetings and Calendars

- Scheduling and Meetings
- Maintaining the Assistant Deputy Minister's appointment calendar;
- Scheduling and arranging meetings and teleconferences;
- Minute taking at Senior Management meetings as requested and preparing minutes;
- Ensuring the Assistant Deputy Minister has briefing material for meetings in advance;

### Document Management ADM's Office

- Reviewing and ensuring all documents submitted for the Assistant Deputy Minister's signature have the required back-up documentation (direct appointments, transfer assignments, travel requests, leave forms with credits verified, etc.) and following up with the appropriate Division;
- monitors, tracks and distributes all administrative, human resources, policy, and financial documentation requiring ADM's signature and/or forwarding to the Deputy Minister and/or Minister;
- Handling correspondence and other documents for signature by the Assistant Deputy Minister, Deputy Minister, and/or Minister;
- Maintaining a log of all documents submitted to the Assistant Deputy Minister for approval and keeping a record of submissions and referrals back to the originator;
- Sending out correspondence on behalf of the Assistant Deputy Minister by e-mail, regular mail, and fax.
- extracting files and documents and other information as required;
- composing and formatting routine letters for signatures;
- Preparing other documents like memos, briefing notes, minutes, reports, information items, Cabinet and FMB submissions, etc, also ensuring accuracy and conformity with established formats;

- Maintaining information binders for the Deputy Minister on current contact information, like Cabinet / FMB Submissions and extracts, GN departmental contacts, Federal contacts and community contacts
- Delivering and distributing documents to the Minister's office.
- proof-reading and printing documents, obtaining signatures and ensuring all closures to correspondence are attached;
- maintaining an up to date filing and bring forward system for all information/correspondence;
- reading correspondence, assigning file number and filing;
- maintaining and managing a high degree of confidential information;
- maintaining security and confidentiality of information;

#### Administrative duties

- Independently manages the office of the Assistance Deputy Minister
- Hiring and supervising casuals for short term assistance and completing the casual staffing action form for the Assistant Deputy Minister's signature;
- Maintaining and tracking the Assistant Deputy Minister and Directors' duty travel and other leave;
- coordinating duty travel and accommodation arrangements for the Assistant Deputy Minister;
- recording and monitoring Directorate attendance records;
- making travel arrangements as required
- maintaining a corporate VISA card for travel arrangements;

#### Clerical support by:

- maintaining supplies inventory and ordering when needed
- photocopying and assembly correspondence and material
- operating facsimile machine
- making necessary preparations and maintaining a conference room reservation log
- organizing conferences and group meetings
- making catering arrangements as needed

#### Other related duties and services by:

- maintaining a supply of taxi vouchers and a log of vouchers issues
- maintaining a reception area for use by visitors
- assistance with key departmental projects and activities
- liaison with Patient Relations and Medical/Duty Travel and other key partners on behalf of the Assistant Deputy Minister
- maintaining an up to date list of contacts through accurate telephone and address records
- Developing and maintaining communications systems to enable the ADMs and Division Directors to be contacted on a daily basis while engaged in their duties

Provides secretarial and clerical support to the Deputy Minister in the absence of the Executive Services Coordinator. May be asked upon to provide receptionist duties at times.

Performs other duties that are assigned from time to time

## 5. KNOWLEDGE, SKILLS AND ABILITIES



Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

**Contextual Knowledge:**

- Knowledge of general office and financial administration;
- Knowledge of standard/government office practices and procedures;
- Knowledge of records management and electronic file storage;
- Applicable legislation, policies and procedures such as; the Access to Information and Protection of Privacy Act (Nunavut);
- Knowledge of Nunavut, the language, land and culture;
- Goals, aspirations and priorities of Nunavummiut including health trends and issues.

**Skills and Abilities:**

- Ability to manage high volume and organize workflows;
- Independent functioning in a high stress and unpredictable office environment including political and administrative demands and deadlines;
- Ability to manage conflicting demands that can require quick decision making due unpredictability including client complaints and risk management issues;
- The ability to work with a high degree of accuracy, and dealing with highly confidential and sensitive information and records;
- Research information using electronic and manual information systems;
- Above average proficiency with a computer including use of Microsoft Office software including Word, Power Point, and Microsoft spreadsheet, database software and Records Information Management System (IRIMS) Software ;
- Effective verbal and written communications skills to convey information so that it can be understood by recipients including the ability to write and edit business documents and correspondence ;
- Excellent interpersonal skills along with the ability to work effectively in a cross cultural environment;
- Exercise professionalism in performing duties and dealing with colleagues, and the public;
- Strong organizational, analytical and problem solving skills;
- Ability to take appropriate initiative and seek direction when needed;
- Ability to work with minimal supervision and under pressure;
- Ability to work as a team member, and to support open communication and problem solving.

The above knowledge, skills and abilities are typically acquired through;

- Completion of a high school diploma or equivalent and certification from a recognized secretarial or office administration program;
- Two years' work experience performing related duties in a similar office setting;
- An acceptable combination of education and experience may be considered;
- Ability to speak Inuktitut is required.

## 6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.

### Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

- Daily use of computers and other office equipment may cause eye strain and other physical discomforts;
- Extended work hours are necessary on occasion to complete projects and to address immediate concerns: fatigue may result;
- Much time is spent in a sitting position with frequent opportunity to move about.

### Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.

- Incumbent works in a typical office setting, dealing with issues that impact on personal privacy and can be politically sensitive in nature.

### Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.

- Works with computers daily and other miscellaneous electronic equipment;
- Spends time on the telephone and in face-to-face meetings dealing with a variety of issues, where being extremely attentive to detail is required;
- Reviewing and writing detailed electronic and hard-copy documents and reports (daily basis) can cause eyestrain and other physical discomforts.

### Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

- Subject to competing priorities and demands that can be stressful.

- May experience mental stress to meet weekly, monthly and on-going deadlines.
- Coordinates a heavy workload and competing deadlines, and liaises with colleagues in person, on the telephone, and electronically.
- Dealing with callers with political or personal demands that may conflict or appear to conflict with standard policies and procedures can be stressful.

**7. CERTIFICATION**

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Employee Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Supervisor Title
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Printed Name	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Supervisor Signature
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date I certify that I have read and understand the responsibilities assigned to this position.	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Deputy Head Signature	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date I approve the delegation of the responsibilities outlined herein within the context of the Attached organizational structure.	

**8. ORGANIZATION CHART**

Please Attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

**“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.**