

## 1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Fin. Code
See Appendix	Executive Secretary	Assistant Deputy Minister	See Appendix
Department	Division/Region	Community	Location
Health	Directorate	Iqaluit	Headquarters

## 2. PURPOSE

<p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>As a key member of the Directorate Division Support Team, the Executive Secretary ensures the effective operation of the Assistant Deputy Minister's office by providing executive administration and office management services for the ADM. The Executive Secretary is responsible for supporting the work of the ADM by managing and coordinating the office of the Assistant Deputy Minister through a wide range of 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 preparing briefing notes and cabinet submissions including Requests for Decision (RFD).</p> <p>The position will be dealing with sensitive and confidential information daily. This position is key to maintaining public and interdepartmental relationships, as it is often the first point of contact within the Department of Health for clients and other departments.</p>
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## 3. SCOPE

<p><b>Describe in what way the position contributes to and impacts on the organization.</b></p> <p>The Executive Secretary contributes to the overall efficient and effective functioning of the Assistant Deputy Minister's office and ensures that tasks are completed independently, assigned appropriately, or referred accordingly. This will involve considering all options and appropriate decisions and directing where necessary to key personnel.</p> <p>The Secretary has latitude and is required to deal independently with a wide range of issues with the Department, Minister's Office and the public. Many decisions will occur in consultation with Assistant Deputy Minister and comply with policies/directives of the Department, the GN, collective agreements and other applicable legislation.</p> <p>The Executive Secretary works closely with all members of the team, as well as with other internal and external stakeholders, public and contractors. The Secretary coordinates and schedules meetings ensuring all necessary staff are available to attend, meeting commitments are fulfilled, and minutes and documents are professionally prepared.</p>
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## 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.**

The Executive Secretary ensures effective operations of the ADM office by providing executive coordination and support to the Assistant Deputy Minister:

**Carrying out administrative office procedures by independently managing the office of the ADM:**

- Maintaining the ADM's agenda and assisting in planning appointments, meetings, teleconferences and conferences;
- Analyzing and notifying the ADM of priority matters or things that require urgent attention;
- Providing logistical support for meetings, workshops or training sessions hosted by the ADM Operations and ensuring the ADM has briefing material for meetings in advance of the meeting;
- Taking meeting minutes and disseminating information as directed by the ADM Operations;
- Proof reading, formatting, printing and disseminating documents, including internal and external communication (e.g. letters, emails, presentations, reports);
- Liaising with the Minister's office, Deputy Ministers, and other Assistant Deputy Ministers for the ADM as required;
- Answering phones, maintaining an incoming telephone log, and delivering messages in a professional, courteous and tactful manner;
- Dealing with incoming inquiries from employees, the public and directs them to the proper individual;
- Greeting visitors and directs them when appropriate;
- Making travel and accommodation arrangements as required for the ADM;
- Ensuring safety and security of payment authorization book (LCA's);
- Maintaining a corporate VISA card for travel arrangements;
- Providing function oversight and training of casual staff including the preparation of related paperwork;
- Recording and monitoring Directorate attendance records.

**Overseeing document management for the ADM Office:**

- Developing and maintaining an office filing system;
- Reviewing and ensuring all documents submitted for the ADM'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 staff as required;
- Monitoring, tracking and distributing all administrative, human resources, policy, and financial documentation requiring ADM's signature and forwarding to the Deputy Minister or Minister as required;
- 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;
- Preparing and managing all correspondence on behalf of the Assistant Deputy Minister;
- Extracting files and documents and other information as required;
- Preparing other documents (i.e. memos, briefing notes, minutes, reports, information items, Cabinet and FMB submissions) and 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;
- Managing and maintaining security and confidentiality of information.

**Participating in effective contract management under the direction of the ADM:**

- Ensuring invoices are forwarded to the appropriate staff for processing;
- Preparing contracts, amendments and contribution agreements, under the direction of the ADM
- Notifying the ADM regarding any issue with the contracting process;
- Receiving invoices, verifying accuracy, checking calculations and preparing expense vouchers for signature from the ADM;
- Preparing Commitment and Obligations for signature and ensuring this document accompanies contract for preparation for data entry in Department of Finance

**Provides clerical support by:**

- Managing information flow in a confidential, timely, and accurate manner;
- Dealing with personal, confidential, sensitive, and protected information on a daily basis;
- Maintaining and managing office inventories of supplies, furniture and equipment when needed;
- Making necessary preparations and maintaining a conference room reservation log;
- Organizing conferences and group meetings;
- Making catering arrangements as needed.

**Performs other related duties and services by:**

- Providing secretarial and clerical support to the other ADM or Deputy Minister in the absence of the Executive Services Coordinator;
- Maintaining a supply of taxi vouchers and a log of vouchers issues;
- Maintaining a reception area for use by visitors;
- Assisting with key departmental projects and activities;
- Liaising 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.

**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 including knowledge of ATIPP and privacy best practices;
- 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 to 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;
- 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;
- The ability to communicate in more than one of Nunavut's official languages is an asset.

## 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;
- 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.

- 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.

- Coordinates a heavy workload and competing priorities/deadlines, and liaises with colleagues in person, on the telephone, and electronically;

- Deals with callers with political or personal demands that may conflict or appear to conflict with standard policies and procedures.

**7. CERTIFICATION**

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Head Signature</p> <p>_____ Date I approve the delegation of the responsibilities outlined herein within the context of the Attached organizational structure.</p>	

**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”.**

**9. APPENDIX**

Position	Supervisor	Community	Distribution Coding
10-02030	10-01080	Iqaluit	10030-01-1-235-1000000-01
10-12503	10-05141	Iqaluit	10020-01-1-235-1000000-01