

## Job Title: Exec Assistant to the Chair

### Job Information

Job Title: Exec Assistant to the Chair

Job Requisition ID: 54748

Ministry: Jobs, Economy and Trade

Location: Edmonton

Full or Part-Time: Full Time

Hours of Work: 36.25 hours per week

Permanent/Temporary: Permanent

Scope: Open Competition

Closing Date: March 11, 2024

Classification: Executive Support 2

Salary: \$2,019.30 to \$2,703.49 bi-weekly (\$52,703 - \$70,561/year)

The Government of Alberta is committed to a diverse and inclusive public service that reflects the population we serve to best meet the needs of Albertans. Consider joining a team where diversity, inclusion and innovation are valued and supported. For more information on diversity and inclusion, please visit: <https://www.alberta.ca/diversity-inclusion-policy.aspx>.

The Alberta Labour Relations Board is an independent and impartial tribunal responsible for the day to day interpretation and application of Alberta's labour laws. The Board administers the Labour Relations Code, the Public Service Employee Relations Act, the Police Officers Collective Bargaining Act and the Public Education Collective Bargaining Act. The Board is also responsible for appeals under Employment Standards and Occupational Health and Safety legislation as well as adjudicating remedies for reprisals under the Public Interest Disclosure (Whistleblower Protection) Act.

To learn more about the Alberta Labour Relations Board, please click here:

<http://www.alrb.gov.ab.ca/>.

### Role Responsibilities

Reporting to the Board Chair, the Executive Assistant to the Chair is a member of the Chair's personal staff and is responsible for providing coordination of the day-to-day operation for the adjudicators. The Executive Assistant to the Chair prepares documents related to the adjudication of disputes, including decisions and correspondence, and is tasked with all file administration for the adjudicators. The Executive Assistant to the Chair is also responsible for the timely and accurate data entry of all decision-related information into the Board's database (CRM). The appropriate collection of this information requires the incumbent to contact internal, departmental and client groups to ensure that the information provided is correct and that no historical gaps exist. The Executive Assistant to the Chair must be politically sensitive to diverse sectors in dealing with Board's stakeholders and Board Members, and be aware of possible conflicts. This position deals with complex issues where there may not be established policies and procedures.

Your main responsibilities will include:

- Managing administrative operations within an Executive Office. This support will ensure effective and efficient operation of the office, including coordinating information flow and schedules to ensure issues are addressed in a timely manner.
- Contribute to setting up administrative processes by using a variety of tools and systems provided by the GoA.

- Build strong relationships within the executive team and other administrative staff.
- Initiate, assign, monitor and track Action Request responses, ensuring due dates are met.
- Review correspondence for accuracy, grammar and proper formatting.
- Act as a branch liaison to ensure accurate and timely information is provided to the Executive Office.
- Managing business deliverables within changing timelines and with the ability to adapt, prioritize and coordinate those activities.
- Build and maintain strong supportive relationships with internal GoA stakeholders and external contacts.
- Financial administration.
- Records management.
- Support the Board with general administrative functions such as BERNIE requests for information technology, 1GX (the enterprise resource planning software used by the Alberta Public Service), staffing request coordination and other transactional responsibilities.

To be successful in this position, you will require:

- Superior organizational abilities
- Excellent proofreading and editing skills
- Strong attention to detail
- Ability to work well under pressure with time sensitive matters with minimal supervision
- Strong work ethic
- Considerable experience providing executive support at a senior level
- Exceptional communication and interpersonal skills are essential

## APS Competencies

Competencies are behaviors that are essential to reach our goals in serving Albertans. We encourage you to have an in depth understanding of the competencies that are required for this opportunity and to be prepared to demonstrate them during the recruitment process.

This link will assist you with understanding competencies:

[https://www.alberta.ca/system/files/custom\\_downloaded\\_images/psc-alberta-public-service-competency-model.pdf](https://www.alberta.ca/system/files/custom_downloaded_images/psc-alberta-public-service-competency-model.pdf).

**Agility** – You can adapt quickly to changing landscape and priorities, foster agility in others, and create processes and opportunities that encourage proactive and flexible practices.

**Drive for Results** – You are able to hold true to principles and confront problems directly, taking steps to rectify problem situations.

**Develop Self and Others** – You have a commitment to lifelong learning and the desire to invest in the development of the long-term capability of yourself and others.

**Build Collaborative Environments** – You can promote sharing of expertise among wide-ranging teams to achieve ministry outcomes.

**Develop Networks** – You have the ability to proactively build networks, connect with, and build trust in relationships with stakeholders and colleagues.

**Systems Thinking** – You are able to see both the big picture and the details. You are able to evaluate broad reaching impacts and use the knowledge to inform and process

**Creative Problem Solving** – You have the ability to assess options and implications in new ways to achieve outcomes and solutions.

## Qualifications

High School Diploma and four years progressively responsible related experience; or equivalent as described below.

Equivalency - Directly related education or experience considered on the basis of:

- 1 years of education for 1 year of experience; or
- 1 year of experience for 1 year education

Assets:

- Previous experience supporting an executive office
- Previous experience in working in a court or law environment
- Education with a focus in law
- Experience working with legislation, internal policy/procedures
- A basic understanding of the collective bargaining process
- Experience with 1GX Finance and Supply Chain processes
- Strong knowledge of Microsoft 365, Adobe Acrobat, SharePoint, virtual meeting platforms (e.g., MS Teams, Zoom), GoA systems (e.g., ARTS, 1GX) and other office software databases (Dreamweaver, WinSCP, CRM)

Minimum recruitment standards outline the minimum education and experience required for appointment to a job classification. Refer to <https://www.alberta.ca/alberta-public-service-minimum-recruitment-standards>.

## Notes

Hours of work: 36.25

A cover letter is required. In your cover letter, please provide information that clearly demonstrates how your qualifications meet the advertised requirements for this position.

In your resume, please include dates (including months and years) associated with all education and work experience. As well, please indicate whether your work experience is casual, part-time or full-time. For example, January 15, 2006 - June 25, 2009: Assistant (PT three 8 hrs. shifts/week).

Pre-employment checks will be completed to assess the candidate's suitability for a role. These checks can include (but are not limited to): references, criminal record check and academic verification. Any costs associated with obtaining the required documents/checks as noted or interview travel expenses, will be the responsibility of the candidate. Out-of-province applicants can obtain the required documents/checks from the province they currently reside in.

What the GoA has to offer:

- Working for the Alberta Public Service – <https://www.alberta.ca/advantages-working-for-alberta-public-service.aspx>
- Public Service Pension Plan (PSPP) – <https://www.pspp.ca>
- Alberta Public Service Benefit Information – <https://www.alberta.ca/alberta-public-service-benefits>
- Professional learning and development – <https://www.alberta.ca/professional-development-support-directive>
- Research Alberta Public Service Careers tool – <https://researchapscareers.alberta.ca>
- Positive workplace culture and work-life balance
- Leadership and mentorship programs

**How To Apply**

Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements, including education, experience, and relevant examples of required competencies.

Candidates are required to apply for a job online. Please visit <https://www.alberta.ca/job-application-resources#before> for more information. Please visit [Recruitment Principles](#), for more information.

It is recommended applicants who have completed post-secondary studies from outside of Canada obtain an evaluation of their credentials from the International Qualifications Assessment Service (IQAS)(<https://www.alberta.ca/international-qualifications-assessment.aspx>) or from a recognized Canadian Credential Evaluator; please visit the Alliance of Credential Evaluation Services of Canada for more information (<https://canalliance.org/en/default.html>).

It is recommended that applicants include the assessment certificate from IQAS or any other educational assessment service as part of their application.

**Closing Statement**

This competition may be used to fill future vacancies, across the Government of Alberta, at the same or lower classification level.

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted.

If you require any further information on this job posting or a copy of the role profile, please contact Robbie Hoffman at [PSC.FTA@gov.ab.ca](mailto:PSC.FTA@gov.ab.ca).