



Title: Executive Administrative Assistant **Classification:** Executive Administrative Assistant
Organization: Office of the auditor general **Work Unit:** Critical Audit Support Services
Supervisor title: Manager, Administration **Supervisor Position #:** 106409

CONTEXT

The Office of the Auditor General (the OAG or office) serves the Legislative Assembly and the people of British Columbia by providing independent assurance and advice to the legislative assembly about the performance of government and the public service. The Office of the Auditor General's mandate is set out in the *Auditor General Act*.

The work of the OAG spans all government ministries, Crown organizations, health authorities, post-secondary institutions and school districts. Reports resulting from direct assurance engagements are presented to the Legislative Assembly and are available to the public.

JOB OVERVIEW

Reporting to the Manager, Administration, this role provides secretarial and administrative support services to members of executive.

ACCOUNTABILITIES

Required:

- Manages calendars by determining priorities and urgent situations, scheduling meetings or time, and making changes and adjustments as required.
- Screens incoming phone calls and visitors to determine the nature and priority of the inquiry or request.
- Prepares materials for meetings, such as agendas, PowerPoint presentations and background/briefing material; and briefs on meeting topics, issues, and background.
- Arranges meetings and events with a variety of participants and coordinates the logistics, including facilities and catering.
- Develops, implements, and maintains administrative systems, procedures and standards, including executive correspondence, templates, records management, and mail processing.
- Makes travel arrangements and completes all related travel authorizations and expense reimbursements on behalf of executive.
- Types, formats and proofreads a variety of documents and materials such as memos, presentation materials, graphs, tables, reports, briefing notes, spreadsheets, and management

letters from drafts or hand-written notes using desktop tools such as MS Word, Excel, PowerPoint and Outlook.

- Composes or prepares routine and non-routine correspondence, based on information or notes provided, for the approval and signature by the Auditor General, Deputy Auditor General or Assistant Auditor General.
- Proofreads and/or edits various forms of draft correspondence according to the office's correspondence standards and returns to the author for corrections and changes.
- Develops and maintains a tracking system to ensure correspondence, reports, etc., are completed within critical timelines.
- Identifies emerging issues, determines their urgency/priority, gathers and compiles background information, and briefs executive for timely and appropriate decisions and/or action.
- Screens incoming correspondence and requests for the portfolio, logs into SharePoint, and forwards to appropriate branch or staff member for their attention and/or response.
- Monitors the operational budgets and provides forecasts.
- Applies delegated expense authority for administrative expenses.

JOB REQUIREMENTS

Education and Experience:

- Grade 12 or equivalent plus completion of recognized business, or office administration courses. An equivalent combination of education and experience may be considered.
- Minimum two years' office experience providing administrative support services.
- Experience with organizing complex meeting and travel arrangement and maintaining electronic calendars/itineraries.
- Experience preparing a variety of high-level, confidential correspondence, reports/documents
- Experience using MS Office Suite, including Microsoft Word, Excel, PowerPoint and Outlook.
- Preference may be given for experience working within an auditing office and/or within the B.C. public service.
- Preference may be given for experience working in a confidential capacity with executive level positions (Assistant Auditor General, Assistant Deputy Minister, VP/CFO or above).

PROVISO

- Successful completion of security screening requirements of the B.C. public service, which may include a criminal record check, and/or Criminal Records Review Act check, and/or enhanced screening checks as required.
- Proof of COVID-19 vaccination is required of all staff. It is a term of acceptance of employment that you agree to comply with all vaccination requirements. Our policy is aligned with the COVID-19 vaccination policy for B.C. public service employees. At the Office of the Auditor General, the health and safety of our people is a high priority.

Knowledge, Skills and Abilities:

- Knowledge of program deliverables of the Office of the Auditor General and of the structure and authorities of various legislative/government organizations.
- Ability to work with the full suite of desktop tools such as MS Word, Excel, PowerPoint, and Outlook.
- Ability to manage a workload with multiple competing and changing priorities, meeting short time frames.
- Demonstrated ability to develop and maintain collaborative working relationships.
- Strong written communication skills.

BEHAVIOURAL COMPETENCIES

Foundation Competencies

Personal Accountability	Taking responsibility and accountability over own actions, interactions and relationships with others and demonstrating a commitment to the delivery of results.
Business Acumen	Applying an understanding of the office and the public sector, to guide effective decision making, work prioritization and approach in alignment with business objectives.
Continuous Improvement	Demonstrating resilience, modeling agility and being open to change to enable and deliver continuous improvements.

Leadership Competencies

Corporate Planning	Defining and communicating a future vision, developing strategic and operational plans and aligning the business to achieve the desired vision.
Engage and Inspire	Inspiring enthusiasm and commitment to individual and team goals, engaging effective and productive teams, and recognizing and celebrating successes across the office.
Developing People	Developing talent, encouraging professional development, and actively supporting training, coaching, mentoring and performance management programs.
Leading Change	Understanding, assessing, and leading change and effectively engaging others to drive the implementation of change to achieve desired outcomes.

Corporate Services - Technical Competencies

Technical Expertise	Building strong technical knowledge and skills in a particular area of expertise, to support internal client group/s.
Service Focus	Understanding internal and/or external clients' needs, engaging in effective communication and building strong working relationships to deliver high quality service.
Business Infrastructure	Ensuring compliance and continuous improvement to the office's policies and procedures, and utilizing knowledge of processes, methodologies and tools to achieve business outcomes.

INDIGENOUS RELATIONS COMPETENCIES

- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the Office of the Auditor General, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.