



**JOB PROFILE: Executive Administrative Assistant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification:** | EAA 15 (E15) | **Position:** | 00099573 |
| **Reports to:** | Deputy Commissioner, Police Accountability | **Location:** | Vancouver, BC |

**CONTEXT**

The Office of the Police Complaint Commissioner (OPCC) is a civilian, independent office of the Legislature which oversees and monitors complaints and investigations involving municipal police in British Columbia under the *Police Act.* Administrative professionals in the OPCC’s Victoria and Vancouver offices work closely together, are central to all office activities, and are essential to ensure operations run smoothly and efficiently.

**JOB OVERVIEW**

The Executive Administrative Assistant is responsible for providing executive administrative support to the Deputy Commissioner and the full scope of administrative services to the OPCC’s Vancouver office.

This includes responding to general inquiries from the public, scheduling, correspondence handling, report compilation and distribution, presentation development, records management, office supplies and equipment, travel research and booking, and claim processing. The position makes use of a wide variety of office equipment and systems including telephone, voicemail, email, online calendar, word processing, scanning, multi­function printing, internet research, proprietary database input and queries, shredding, etc.

The Executive Administrative Assistant is required to exercise discretion and ensure confidentiality is respected in dealing with internal and external stakeholders.

**ACCOUNTABILITIES**

* Manages the Deputy Commissioner calendar by determining priorities and urgent situations, scheduling meetings, and making changes and adjustments as required.
* Maintains manual and electronic filing systems and manages all records and documentation for the Vancouver office (e.g., Bring-Forward, correspondence tracking, off-siting and tracking records for disposal using records management software, etc.).
* Prepares materials for meetings, such as agendas, PowerPoint presentations and background/briefing materials; and brief the Deputy Commissioner and Commissioner on meeting topics, issues, and background as required.
* 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 the Deputy Commissioner and OPCC Executive as required.
* Ensures compliance with financial administration and purchasing policies and procedures.
* Types, formats and proofreads a variety of documents and materials such as memos, presentation materials, graphs, tables, reports, briefing notes and spreadsheets from drafts or hand-written notes using desktop tools such as Word, Excel, PowerPoint and Outlook.
* Composes or prepares correspondence, based on information or notes provided, for the approval and signature by the Deputy Commissioner .
* 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 the Deputy Commissioner for timely and appropriate decisions and/or action.
* Liaise with and provide back-up to other administrative professionals to ensure effective administrative assistance and coverage across the OPCC.
* Provide project administration and support (committees, events, tours, records projects).
* Monitors the inventory of supplies, equipment and furniture and orders as required.
* Coordinates office moves, space planning, cleaning and building maintenance services and accommodation requirements.
* Functions as the Vancouver office’s systems contact arranging user access and IDs as well as routine systems troubleshooting for staff.
* Acts as back-up to the Senior Executive Assistant in Victoria.
* Other related duties as required.

**SELECTION CRITERIA**

Required Qualifications:

* Minimum completion of Grade 12 or equivalent.
* Minimum of 2 years recent (within the last three years) experience providing administrative support services in an office environment and in a confidential capacity.
* Experience with Microsoft Office (Word, Excel, Outlook, PowerPoint) and electronic databases
* Experience preparing, proofing and formatting documents such as reports, briefing notes, letters, etc.
* An equivalent combination of education and related experience may be considered.
* Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry **(Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).**

Preferred Qualifications:

* Preference may be given to candidates who demonstrate experience providing administrative support to senior management in a public service context.

**KNOWLEDGE AND ABILITIES**

* Familiar with the mandate and operation of Statutory Officers of the Legislature.
* Ability to effectively and professionally communicate both verbally and in writing.
* Organizational skills to manage diverse workloads and competing priorities, attention to detail and timelines.
* Ability to effectively and professionally communicate both verbally and in writing.
* Ability to demonstrate flexibility required within a small working unit.
* Ability to exercise discretion when communicating and recognize the need for confidentiality.

**INDIGENOUS BEHAVIOURAL COMPETENCIES**

* **Self Discovery and Awareness** means understanding one's thoughts, feelings, values, and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviour—and then intentionally seeking a way forward that positively impacts the interaction and relationship. It means maintaining new ways of thinking and acting when situations become difficult or uncertain, or in times of urgency.

**BEHAVIOURAL COMPETENCIES**

* **Business Acumen** is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs.
* **Organizational Awareness** is the acumen to appreciate and the ability to use the power relationships in either one's own, or other, organization(s). This includes the ability to identify the real decision-makers and the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the organization.
* **Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.
* **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate
* **Teamwork and Cooperation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
* **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, colleagues, partners (e.g. educational institutes, non-government organizations, etc.), co-workers, peers, branches, ministries/agencies and other government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

**Office of the Police Complaint Commissioner**

*Engaging in effective civilian oversight that provides accountability*

*and builds public confidence in policing.*

[www.opcc.bc.ca](http://www.opcc.bc.ca)