**975 Alloy Dr., Suite 201 Thunder Bay, ON, P7B 5Z8 • Tel: 807-684-9425 • Fax: 807-684-9533 • Toll Free: 1-866-907-5446 • www.northwestlhin.on.ca**
975, prom. Alloy, Bureau 201 Thunder Bay, ON, P7B 5Z8 • Tél: 807 684-9425 • Télécopieur : 807 684-9533 • Sans frais : 1 866 907-5446 • www.northwestlhin.on.ca

# Job Posting

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| **JOB TITLE:** | Executive Assistant |
| **REPORTS TO:** | Vice President, Health System Strategy, Integration and Planning |
| **JOBS REPORTING:** | None |
| **DIVISION / DEPARTMENT:** | Health System Strategy, Integration and Planning Division |
| **LOCATION:** | North West LHIN, Thunder Bay, Ontario |

## POSITION SUMMARY

This position is responsible for providing executive administrative support to the Vice President, Health System Strategy, Integration and Planning along with occasional support to the Health System Strategy, Integration and Planning Management team, Chief Executive Officer (CEO), Board of Directors (Board), and other members of the Executive Leadership Team. This position may also provide occasional support to other functions in the LHIN depending on business needs.

## KEY ACCOUNTABILITIES

1. Performs a wide variety of secretarial and administrative duties as required by the Vice President, as well as occasional support to the Health System Strategy team, CEO, Board, and other members of the Executive Leadership Team.
2. Manages office logistics for meetings, including invitations, minute taking, location set-up, meeting materials, catering requirements and/or teleconference and videoconference support.
3. Establishes/maintains effective working relationships with members of the LHIN Executive team, the LHIN Management team, LHIN staff, North West LHIN Board of Directors, government officials, health service providers, and stakeholders etc.
4. Ensures that confidentiality and professional discretions is maintained through consultations with the Vice President and/or other members of the Executive team.
5. Prepares draft reports, briefing notes and other relevant documents.
6. Researches and analyses routine administrative projects; prepares first draft reports on routine administrative matters.
7. Receives and distributes incoming mail; receives and evaluates mail to identify those items requiring priority attention. Initiates action required; follows up to resolve problems and ensure appropriate completion. Updates and advises the Vice President on progress, problems and issues and recommends action.

8. Receives and screens communications to the Vice President Health System Strategy, Integration and Planning and occasionally for the Health System Strategy, Integration and Planning Directors, CEO, Board, and Executive Leadership Team including telephone calls and e-mail messages and provides assistance using independent judgment to determine those requiring priority attention; prioritizes and facilitates communication throughout the office.
9. Organizes meetings/functions for the Vice President and related committees. This includes the planning and preparation to of agendas, meeting materials, set up and coordination and travel as required.
10. Maintains and archives paper and electronic files as directed by the records management directive for manuals, minutes, by-laws, policies and operational manuals.
11. Independently responds to letters and general correspondence of a routine nature.
12. Initiates, plans and carries out a variety of special projects on behalf of the Vice President, CEO, Board, and Executive Leadership Team.
13. Makes travel arrangements for the Vice President Health System Strategy, Integration and Planning as well as for the Health System Strategy, Integration and Planning Directors, as required; maintains appointment schedules and calendars; arranges meetings and conferences.
14. Liaises with internal and external stakeholders to manage communication requests and resolve questions or problems.
15. Identifies learning needs and participates in ongoing learning to maximize potential quality of service delivery.
16. Provides support to the Integration Leadership Council.
17. Provides support to Board committees, as assigned.
18. Provides assistance and back-up support to the CEO Executive Assistant, Executive Assistant/Board Liaison and other Executive Assistants, as required.
19. Performs other duties as assigned.

**SPECIFIC RESPONSIBILITIES:**

1. <u>Vice President Support</u>
    - Provides telephone support and responds to calls appropriately.
    - Word processes, formats and proofreads documents.
    - Photocopies and faxes documents.
    - Collects data/surveys, compiles results and writes summary reports.
    - Composes memos and letters for signature of the Vice President.
    - Creates presentation packages/proposals.
    - Maintains and updates files.
    - Coordinates, and initiates meeting requirements.
    - Maintains a Bring Forward system.

2. Meetings

- Coordinates meetings by collecting agenda items, prepares and circulates agenda for meetings and/or committees that are under the Vice President responsibility.
- Assembles all documents applicable to the proposed meeting.
- Attends and records the proceeding of the meeting.
- Word process minutes for review by the Chairperson. Distribute final copies of minutes to all attendees. Maintains minute binders with original signatures.
- Reserves meeting rooms; chairs, tables and A/V equipment.
- Arranges for food and refreshments.

3. Coordination of Information/Communication

- Manages files (retrieval, filing, creating new files and discarding old) for Vice President.
- Manages computer directory files for Vice President.
- Tracks flow of information (written and verbal) in and out of the Vice President's office.
- Ensures that requests for information/approval/signature are carried out in a timely manner.

4. Corporation Services

- Maintains memberships and subscriptions for the Vice President as required.
- Arranges for French translation of Vice President documents and maintains a computer inventory of these documents; initiates French translation updates.
- Coordinates the disclosure of client information to third parties as the need dictates.
- Prepares correspondence for signature from the Vice President.

5. Administrative support

- Coordinates minute taking of Executive and Management team meetings.
- Coordinates circulation of periodicals to the executive and management team.
- Monitors content of directories and initiates housekeeping of files.
- Attends staff meetings.
- Participates in the RFP process for contracted services as required.

B. Organizational Responsibilities:

- Establishes and maintains effective communication links with staff and management and external agencies, groups and organizations.
- Supports the strategic planning process for the LHIN organization.
- Participates in the recruitment and orientation of new staff as appropriate.
- Participates in regular performance appraisals with the Vice President according to the LHIN policies and procedures.

- Abides by the Occupational Health and Safety guidelines and procedures as outlined in the LHIN policies and procedures.

C. Professional Responsibilities:

- Ensures compliance with all LHIN policies and procedures including specific attention to client confidentiality, release of information and conflict of interest.
- Utilizes ethical decision making as it relates to providing administrative support in compliance with LHIN directions and legislative acts.
- Participates in professional development to enhance the executive administrative assistant's roles and responsibilities that support the LHIN strategic plan.
- Ensures professional behaviour and decorum when dealing with others, including staff, health service providers, community agencies, Ministry of Health and the public.

D. Other Responsibilities:

- Travel is required.
- Some demand on personal time for evening and weekend work.
- Periodic administrative relief/coverage for other staff.
- Other duties as assigned.

**POSITION REQUIREMENTS:**

**Education:**

- Post-secondary education in business administration (or equivalent level of experience).
- Secretarial certificate (or equivalent) an asset.

**Experience**

- Minimum of five (5) years' experience working in an office environment in an administrative role.
- Proven ability to work with senior management, board and staff in integrating information from various sources into a consolidated report or response within tight deadlines.
- Proficiency with PC-based hardware/software (Microsoft Suite) and inter/intranets.
- Ability to perform complex office administrative work requiring the use of independent judgment.
- Good understanding of LHIN goals, objectives and business requirements.
- Ability to analyze and resolve office administrative and procedural problems, interpret policies and procedures.
- Excellent interpersonal and communication skills (oral and written) to effectively communicate with all staff at all levels, including the general public and the Ministry staff.
- Excellent time management skills and ability to prioritize multiple, often conflicting demands.
- Ability to work within a fast paced environment with constant changes.
- French language an asset

**NATURE AND SCOPE:**

- **Interpersonal Contacts:**
  - Internally, communicates with other employees in other divisions/departments throughout the LHIN to obtain, clarify and discuss information required in performing the duties of the job.
  - Externally, this position will have contact with a range of stakeholders on behalf of the Vice President and Directors.
- **Level of Responsibility:** The position coordinates administrative requirements for the Senior Director.
- **Decision-Making Authority:** Responsible for determining the appropriate priorities for administrative supports the Vice President and Directors and dealing with multiple, often conflicting demands.
- **Physical and Sensory Demands:** Minimal demands typical of a support position operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of an office position exposed to stress and pressure associated with multiple priorities and deadlines.

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| **POSTING DATE:** | September 21, 2018 |
| **CLOSING DATE:** | October 1 at 4:30 p.m. |
| **COMPETITION NUMBER:** | NW18-62 |
| **VACANCY:** | One Full Time (1.0 FTE) Position |

Interested candidates are asked to submit their application by email, quoting competition number, to:

**Human Resources, North West Local Health Integration Network**

Email: nwlhin.hr@lhins.on.ca | Fax: (807) 344-5639

The LHIN is an equal opportunities employer and welcomes applications from all suitable qualified persons. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Individuals with a disability requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made.