

Executive Coordinator

Classification: Band 1

Salary: \$65,300.21 - \$93,100.19

Job Type: Regular Full-Time

Location: Victoria, BC

An eligibility list may be established for future vacancies.

Do you want to be part of a challenging and rewarding work community?

The Office of the Auditor General of B.C. (OAG) is an independent office of the legislature that contributes to excellence in effective and accountable government. We offer opportunities for career growth, an excellent compensation package, and flexible working arrangements.

Our office promotes trust, cooperation, and teamwork in a diverse, inclusive, and respectful environment. We are committed to creating and reinforcing diversity, equity, inclusion, and psychological safety – creating a safe environment where everyone feels they belong and are encouraged to bring their whole selves to work. We support each other, celebrate our successes, and encourage a healthy work-life balance for everyone. Our staff events are socially, physically, and emotionally nourishing – with lots of great food – and fun!

Interested in growing your career? We offer support for your professional development and education and reimbursement of your professional dues. Other benefits include:

- Extended health benefits,
- Policies and benefits to support your personal and family needs,
- Public service pension,
- Life insurance, and
- Confidential employee and family assistance program.

Our downtown Victoria location supports collaboration and includes a gym, indoor bike storage, and decks with partial views of the beautiful Inner Harbour.

About the Role

This position reports to the Manager, Operational Support Services and provides executive support to the Deputy Auditor General (DAG) and back-up support to the Auditor General, including functioning as the secretariat to the Executive Committee and the Leadership Committee. The position also provides administrative support services, such as executive-level correspondence preparation, coordination, and records administration.

Accountabilities

- Manages the DAG's inbox, calendar, and schedule through careful planning, coordination, and communication to maximize time management and ensure schedule is followed, respected and all deadlines are met.

- Provides executive support to the Leadership Committee and Executive Committee meetings, including developing agendas, tracking decisions and actions, managing the flow of briefing materials for meetings, and managing executive records.
- Proactively anticipates the DAG's information needs and compiles memos and reports, organizes appropriate materials for meetings, conferences, appointments, and/or interviews. Ensures the security of confidential documents.
- Supervises a team of Executive Administrative Assistants (EAAs), ensuring that high standards of service delivery are met by delegating work, providing performance feedback, utilizing the promotion of the most effective methods and systems of quality management, and adhering to professional standards and guidelines.
- Works collaboratively with the EAAs and the Assistant Auditors General to ensure the effective and efficient delivery of services and the delegation of tasks to the appropriate staff.
- Keeps the Deputy Auditor General well informed of priorities and requests while providing necessary information and support to assist the Auditor General and Deputy in making informed decisions. This includes anticipating sensitive issues, consulting with senior staff, gathering facts, and coordinating timely responses.
- Ensures timely Auditor General/Deputy Auditor General involvement with review and approval of key accountability documents.
- In coordination with the Director, Corporate Planning, Performance and Policy (CPPP), monitors the progress of key strategic priorities (e.g., corporate policy refresh project), coordinates updates from strategic priority leads, and works with the Director, CPPP to provide quarterly updates as needed to Executive and the Leadership Committee.
- Provide executive or delegated administration support as needed to the Director, CPPP, Executive Director, Professional Practices, and Legal Counsel.
- Communicates materials and transmissions when dealing with other legislative audit offices, external committees, and external agencies.
- Implements and maintains effective records management, ensuring proper and consistent drafting, tracking, and filing of the Executive and Leadership Committees' meeting materials and other executive records.
- Builds and maintains relationships with key internal stakeholders, members of Executive, and Leadership.
- Provides back up support and coverage for the Manager, Operational Support Services, ensuring all executive-related administrative responsibilities are well-managed, and participating in working groups as required.
- Participates in ad hoc project-based work to support strategic initiatives.
- Other duties as assigned.

Job Requirements:

Education and Experience

- Diploma, certificate, or post secondary education in business administration, office administration, or a relevant field.
- Minimum three years of progressive experience in an administrative role providing support to senior management/leadership with progressive responsibilities.
- Minimum one year of experience training, supervising, coaching and mentoring staff.
- Experience dealing with highly confidential and sensitive issues.

Knowledge, Skills and Abilities

- Excellent organizational skills to manage diverse workloads effectively and independently.
- Experience with modern tools, including Microsoft Office 365.
- Ability to adapt to new software.
- Ability to learn quickly and adapt quickly to changing priorities.

Preferences

- Preference may be given to candidates who have senior executive administrative experience working in an independent office of the B.C. Legislature.
- Preference may be given to candidates who have a degree in business administration, office administration, or a relevant field.

Conditions

- Must be eligible to work in Canada (Permanent Resident, Canadian Citizenship).
- 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.
- Be flexible regarding ongoing changes in responsibilities, assignments, and corporate structures.
- We support a flexible hybrid work environment. However, you must be able to work in the office when required by your supervisor.

Please see the attached job profile for a full description of the accountabilities and required qualifications.

To be considered for this role candidates must submit a resume with the months and years at each position and a completed qualifications matrix to hr@bcauditor.com. **Your resume must include whether you are eligible to work in Canada, and whether this is**

temporary. Failure to provide all the requested documents will result in your application being unsuccessful.

Applications will be accepted until **Friday, March 7, 2025.**

We encourage candidates of all backgrounds and all abilities to apply. We invite candidates to ask for help if they need accommodations for the job application process.

For more information, please contact hr@bcauditor.com.