



Position Title: Executive Coordinator	Supervisor Title: Manager, Operational Support Services
Classification: Band 1	Supervisor Position #: 00090388
Work Unit: Critical Audit Support Services	Office: Office of the Auditor General

CONTEXT

The Office of the Auditor General (OAG) serves and reports to the Legislative Assembly of B.C. by providing independent assessments of the provincial government's operations and financial statements. Staff assist the Auditor General in fulfilling that mandate.

The work of the Auditor General spans all provincial government ministries, as well as Crown corporations, and the broader public sector. The Auditor General's assessments are presented to the Legislative Assembly and made public. Through these reports, the Auditor General assists the elected members of the Legislative Assembly to hold government accountable and improve the delivery of services to the public.

JOB OVERVIEW

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 the 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 DAG 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 Committees.
- 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.

BEHAVIOURAL COMPETENCIES

Interpersonal Relationships Competencies

Teamwork and cooperation	The ability to work co-operatively within diverse teams, work groups, and across the organization to achieve group and organizational goals.
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Leading Self and Others

Developing Self and Others	Involves a genuine intent to foster the long-term learning or development of others through coaching, managing performance and mentoring. Its focus is on developmental intent and effect rather than on a formal role of training. For this competency to be considered, the individual's actions should be driven by a genuine desire to develop others, rather than by a need to transfer adequate skills to complete tasks.
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Personal Effectiveness Competencies

Building Partnerships	The ability to build long-term or ongoing relationships with stakeholders (e.g., someone who shares an interest in what you are doing). This type of relationship is often quite deliberate and is typically focused on the way the relationship is conducted. Implicit in this competency is demonstrating a respect for and stating positive expectations of the stakeholder.
Continuous Learning and Development	Involves a commitment to think about the ongoing and evolving needs of the organization and to learn how new and different solutions can be utilized to ensure success. It involves proactively taking actions to improve personal capability. It also involves being willing to assess one's own level of development or expertise relative to one's current job, or as part of focused career planning

Achieving Business Results

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.
Managing organizational resources	The ability to understand and effectively manage organizational resources (e.g., people, materials, assets, budgets). This is demonstrated through measurement, planning and control of resources to maximize results. It requires an evaluation of qualitative (e.g., client satisfaction) and quantitative (e.g., service costs) needs.

Equity, Diversity and Inclusion

Cultural Agility	The ability to work respectfully, knowledgeably, and effectively with Indigenous people and/or people from different social, ethnic and/or cultural backgrounds, cultures and identities. It is noticing and readily adapting to cultural uniqueness 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.
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