

Classification:	EAA (E15)	Position:	00129148
Reports to:	Executive Coordinator	Location:	Victoria

Context

The Office of the Information and Privacy Commissioner (OIPC) provides independent oversight and enforcement of BC's access and privacy laws under the *Freedom of Information and Protection of Privacy Act* (FIPPA), the *Personal Information Protection Act* (PIPA) and the *Lobbyists Transparency Act* (LTA).

The Executive Administrative Assistant is responsible for providing executive administrative support to OIPC senior management and, in the absence of the Executive Coordinator, providing administrative support to the Commissioner, Deputy Commissioners, Directors and OIPC staff. This includes receiving calls and responding to general inquiries from the public, scheduling, correspondence handling, report compilation and distribution, presentation development, records management, 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, multi- function 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

- Assesses incoming phone calls and visitors to determine the nature and priority of the inquiry or request.
- Manages the Deputy Commissioners' calendars by determining priorities and urgent situations, scheduling meetings, and making changes and adjustments as required.
- Prepares materials for meetings, such as agendas, PowerPoint presentations and background/briefing materials; and brief the Deputy Commissioners 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 Commissioners.
- 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 Commissioner or Deputy Commissioners.
- 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 Commissioners for timely and appropriate decisions and/or action.

Qualifications

Education and Experience:

- Grade 12 plus a certificate in office administration or equivalent.
- Office experience working in a confidential capacity.
- An equivalent combination of education and related experience may be considered.

Preference may be given to applicants who possess:

- Knowledge of structure and program deliverables of the Office of the Information and Privacy Commissioner.

Knowledge, Skills and Abilities:

- Knowledge of business English and composition.
- General knowledge of the *Freedom of Information and Protection of Privacy Act* and the *Personal Information Protection Act*, the Office's mandate, structure and legislated responsibilities.
- General knowledge of the policies and procedures of the BC Public Service.
- Effective use of MS Office Package (i.e. Word, Outlook, Excel, Access & PowerPoint).
- Demonstrated knowledge of records management systems.
- Demonstrated ability to work under pressure, plan, prioritize and work effectively within established timelines.
- Demonstrated ability to work independently under general supervision.
- Demonstrated ability to effectively communicate both orally and in writing using plain language and business writing skills.
- Demonstrated ability to use tact and diplomacy.
- Demonstrated ability to acquire new knowledge and keep abreast of new procedures and electronic data systems.
- Demonstrated ability to demonstrate flexibility required within a small working unit.
- Demonstrated ability to exercise discretion when communicating and recognize the need for confidentiality.

Competencies:

- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.
- **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.
- **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 Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals.
- **Problem Solving and Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **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.

BC's Information and Privacy Commissioner

Promoting and protecting the information and privacy rights of British Columbians.

<http://www.oipc.bc.ca/>