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ADMINISTRATIVE ASSISTANT TO A MINISTER

GENERAL INTENT

As the sole administrative support reporting directly to a Minister of the Crown, an Administrative Assistant to a Minister (Assistant) at this level is accountable for managing all administrative matters in the Minister's office which include identifying problems, determining solutions and implementing changes. Under limited executive supervision, the Assistant provides highly specialized, responsible administrative support to the Minister's office and are primarily responsible for management of the office and scheduling of the Minister's time. Performance of responsibilities involves a high degree of planning and coordination and the requirement to triage, address and refer matters from constituents and other sources, which include those of a politically sensitive and/or controversial nature. The Assistant is required to interact with the public as well as a range of business and international contacts. During the Legislative Session, regular contact is required with legislative assembly and caucus staff.

The Assistant is responsible for the interpretation and application of: policies and procedures of the department, government administrative procedures, legislation and legislative processes; procedures for the throne speech and budget; and rules and regulations related to the Legislative Session. The Assistant is also required to be knowledgeable with respect to government operations.

Decision making authority relates to office operations, independently composing replies to correspondence on a regular, on-going basis and independently arranging for materials for the Minister's use in Question Period and for various committee meetings. Accountability includes researching, compiling and coordinating appropriate materials to ensure the Minister is properly prepared to participate in meetings, events and announcements.

The Assistant supervises office staff and is accountable for prioritization and delegation of workload, coaching and training of staff, managing attendance and performance and overseeing/participating in recruitment and selection activities.