



Senior Executive Administrative Assistant

Classification: Grid 15A, Excluded Schedule A

Office Location: Kelowna

Salary: \$54,336 - \$61,488 - Permanent Full-Time, based on a 35 hour work week.
An additional 10% Job Family Market Multiplier will be added to the posted salary.

Who We Are:

The BC Oil and Gas Commission (Commission) is the Province of B.C.'s single-window energy resources regulator. The Commission is a Crown agency with a mandate to ensure both the environment and public safety are protected, and those with concerns have the opportunity to have their voices heard in the sustainable development of British Columbia's energy resources.

About the Job:

The Commission is seeking a permanent Senior Executive Administrative Assistant (SEAA) to provide a broad range of multi-faceted administrative services to the Office of the Commissioner, other members of the Executive team and Senior Leadership. Working in a fast-paced environment, the SEAA is expected to exercise exceptional judgement to organize a high volume of work that includes changing and conflicting priorities. Exhibiting a high degree of discretion and tact will ensure the success of this role as it deals with a variety of confidential and sensitive materials and communications.

A detailed list of accountabilities, education and experience is outlined in the job description.

How To Apply: Submit through www.bcogc.ca/careers before the closing date of 30 September 2022 at 11 pm.

If you are excited about this role and joining us, we encourage you to apply. Applicants should review the education and experience listed in the job description and clearly articulate how their work experience and skills are aligned with the requirements.

What We Offer:

The Commission is proud to be an equal employment opportunity employer. We do not discriminate based on the protected grounds under the Human Rights Code. The Commission is committed to providing reasonable accommodations for the removal of barriers for qualified individuals. If you need assistance or accommodation, please let us know. We acknowledge and respect the many Indigenous Territories and Treaty areas, each with unique cultures, languages, legal traditions and relationships to the land and water, which the BC Oil and Gas Commission's work spans. We also respectfully acknowledge the Métis and Inuit people living across B.C.

If you require any assistance or require more information, you may contact us at: ogc.recruitment@bcogc.ca or call 250-794-5200.

Employment with the Commission is conditional on employees being fully vaccinated against COVID-19 and providing proof of vaccination to the Commission upon request.

POSITION TITLE:	Senior Executive Administrative Assistant	POSITION #:	573041, 573042, 573624
DIVISION:	Office of the Commissioner	CLASSIFICATION:	Grid 15 Excluded Schedule A
Program Area:	Office of the Commissioner	LOCATION:	Victoria/ Kelowna
SUPERVISOR'S TITLE:	Senior Executive Coordinator	POSITION #:	573287
SUPERVISOR'S CLASSIFICATION:	Management Band A	LOCATION:	Victoria

The BC Oil and Gas Commission (Commission) is the Province of B.C.'s single-window energy resources regulator. The Commission is a Crown agency with a mandate to ensure both the environment and public safety are protected, and those with concerns have the opportunity to have their voices heard in the sustainable development of British Columbia's energy resources.

As a cost recoverable, values driven organization, we prioritize safety, stewardship and Indigenous interests throughout the full project lifecycle – from exploration to reclamation – and support the transition to clean energy. The Commission is committed to reconciliation with Indigenous Peoples, honouring the Provincial commitment to the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the *Declaration on the Rights of Indigenous Peoples Act*, and the Truth and Reconciliation Commission's (TRC) Calls to Action. Through fostering respectful and collaborative relationships with Indigenous partners and stakeholders, the Commission delivers on Government's priorities.

The Commission has an innovative forward-thinking workplace that demonstrates our core values. Through continuous improvement and development, the Commission is agile and responsive to the rapidly changing environment in which we operate. We are diverse and inclusive, with transparency, innovation, and integrity as foundation of our respectful culture.

JOB OVERVIEW

Reporting to the Senior Executive Coordinator, the Senior Executive Administrative Assistant (SEAA) provides a broad range of multi-faceted administrative services to the Office of the Commissioner, other members of the Executive team and Senior Leadership. From time to time, this role may provide coverage in an acting capacity for the Senior Executive Coordinator.

Working in a fast-paced environment, the SEAA is expected to exercise exceptional judgement to organize a high volume of work that includes changing and conflicting priorities. Exhibiting a high degree of discretion and tact will ensure the success of this role as it deals with a variety of confidential and sensitive materials and communications.

ACCOUNTABILITIES

This position provides administrative support to the Office of the *Commissioner, members of the Executive team and Senior Leadership* by:

- Managing the flow of information by screening and prioritizing incoming demands.
- Managing calendars and schedules through careful planning, coordination, and communication to maximize time management and ensure all deadlines are met.

- Organizing, preparing, and compiling accurate briefing materials and ensuring security of confidential and restricted documents.
- Preparing a variety of confidential correspondence, memos, detailed reports and/or presentation slides.
- Proofreading and/or editing various forms of draft correspondence according to the Commission's correspondence standards and returning to the author for corrections and changes.
- Developing, implementing, and maintaining administrative systems, procedures, and standards; including executive correspondence, templates, records management, and mail processing.
- Anticipating daily needs, organizing, and proactively providing solution-based support.
- Ensuring accurate information is available for issues to be dealt with in an informed, productive, and timely manner.
- Determining issues of priority and flags urgent situations; directing routine matters to other staff.
- Coordinating and prioritizing meetings with other industry, government, stakeholders, and other internal and external clients.
- Tracking and following up on issues or projects, ensuring they are addressed and resolved in an accurate and timely manner.
- Co-ordinating travel arrangements (in/out of province) ensuring expense claims, business meeting expenses and travel authorizations comply with Commission policy.
- Preparing business expense forms; travel vouchers and credit card reconciliations.
- Maintaining effective and current office systems such as ARCS/ORCS filing, bring forward system and other tracking systems.
- Provides mail and courier services.
- Assists Corporate Property & Administration; Human Resources & Workplace; and Information, Systems & Technology as onsite contact as needed.
- Acting for the Senior Executive Coordinator as needed.

ORGANIZATION CHART

Commissioner, Chief Executive Officer

Senior Executive Coordinator

Senior Executive Administrative Assistant (Topic Position)

EDUCATION AND EXPERIENCE REQUIREMENTS

Education:

- Secondary school graduation and courses in public administration, business administration or equivalent and a minimum of three years related experience.

Experience:

- Proven experience providing administrative support to senior executive in a confidential capacity.
- Proven organizational skills, including effective use of document tracking.
- Proven experience working with word processing, spreadsheets, and other standard computer applications.
- Experience working in a public sector work environment including the knowledge of the structure and authorities of various government organizations, is an asset.
- Experience utilizing administrative and organizational filing systems.
- Experience completing multiple time sensitive tasks and dealing with and managing conflicting priorities.
- Experience using keyboard and calculation skills to input documents and data with a high level of accuracy to meet deadlines.
- Experience in an office environment where exceptional customer service skills are the expectation.

KEY 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.