
Administrative Assistant, Person-Centred Perspective (Level 3)

Background

Created in 2007, the Canadian Partnership Against Cancer (“the Partnership”) is an independent organization funded by the federal government to accelerate action on a national cancer control strategy. The Partnership collaborates with a variety of experts, organizations and stakeholders across the country to harness the best of what is working well to control cancer and to effectively implement this strategy coast to coast. We share with our partners the common goals of reducing the risk of cancer, lessening the likelihood of Canadians dying from cancer and enhancing quality of life for those affected by cancer.

With ongoing funding we are embarking on new programs of work in 2017-2022, and our vision is to continue to lead, learn and take action on the growing body of evidence and knowledge about cancer prevention and care. With a focused approach, the Partnership will execute its strategic priorities, tangibly measure and demonstrate the impact of how its pan-Canadian cancer control strategy has reduced the burden of cancer on Canadians.

This position is part of the Cancer Control Division, headed by the VP. This Division is responsible for overall delivery of the Strategic Priorities in the Partnership’s mandate, with a focus on the Partnership’s Programs and the development of effective and strategically salient initiatives through effective working relationships with clinical, medical, professional and stakeholder partners to reduce the impact of cancer on Canadians. This division drives the Partnership’s core mandate of reducing the risk of cancer, lowering mortality, and improving the experience of Canadians affected by cancer through collaboration with system partners. It works in close collaboration with the other divisions to develop, deliver and report ongoing progress on an effective cancer control strategy.

Overview of Role

Reporting to the Director, Person-Centred Perspective, this position is accountable for providing administrative, logistical and operational support to the Person-Centred Perspective team including issues management, information systems management, calendar management, travel and meeting coordination, expense reporting, ensuring action items are followed through for specific networks or projects and handling queries.

Mandate-Specific Accountabilities

- Provide administrative and operational support to the Director, Person-Centred Perspective and programs of work
- Provide support for strategic, operational, and project planning processes
- Support the Division, portfolio and programs of work with administrative duties as required such as: draft and revise documents, manage correspondence, file papers, make photocopies, send faxes, produce reports, arrange page layouts, make corrections, digitally scan materials, etc.

- Collaborate with other division administrative staff to facilitate more effective and efficient processes, fair distribution of work, and to ensure policies are consistently adhered to
- Provide support to development of publications and presentations through assisting with layout and coordinating proofreading, translation etc.
- Assist with planning and coordination for internal and external conferences and meetings with key stakeholders called by or involving portfolio and programs of work team members
 - Coordinate meeting notifications, agenda items, boardroom bookings, catering and provide logistics support, arrange speaker engagements, prepare and distribute meeting materials, minute taking, follow up on action items for the Division
 - Review and code meeting expenses following the Partnership's policies and processes
 - Maintain records of event aspects, including financial details, attendees and invoices, and update the events tracking system accordingly
- Coordinate and verify travel arrangements for designated team members, Senior Scientific Lead and Expert Lead and works with the Partnership should any itinerary changes be required
- Coordinate team meetings including scheduling, room booking, agenda preparation, minute taking and follow-up on action items
- Manage correspondence, databases including CRM updates, records management systems, and paper and electronic filing systems for the area, ensuring accessibility of data – including translation, media enquiries and mailing lists
- Address or redirect queries from internal and external sources on behalf of the assigned Director/ Department
- Schedule appointments, and maintain and update appointments in the Director's calendar
- Assist with incoming and outgoing mail and courier deliveries for the Director/ Department
- Assists the division in carrying out their various projects and initiatives
- Provide backup administrative support to other divisions and the Office of the CEO as needed, and provide back-up to Reception on a rotational basis with other Administrative Support staff
- Other administrative duties as required to support the Director/ Programs of Work

General Accountabilities

- Drive innovation and culture change by delivering accelerated impact and reinforcing a collaborative culture
- Support Director/portfolio and programs of work accountabilities, strategic priorities and core enabling functions

Essential Skills and Attributes

- Strong internal and external relationship management skills, ability to interact and work professionally and effectively with staff at all levels and key stakeholders
- Ability to prioritize and multi-task within a fast-paced environment
- Knowledge of administrative/office procedures and practices
- Demonstrated ability to initiate new practices and procedures to improve efficiencies
- Knowledge of electronic and paper-based document management systems
- Excellent organizational and problem solving skills
- High quality standards and attention to detail
- High degree of diplomacy, tact, discretion and good judgment
- High customer service skills
- Excellent written and oral communications skills, correspondence, and reports
- Ability to communicate effectively in both official languages an asset
- Self-motivated/willingness to take initiative
- A commitment to collaboration and a joint-accountability approach
- Adaptability to unanticipated changes, flexibility, diplomacy and tact

Experience and Education

- College/University degree preferred
- Minimum 3 years' experience, including administrative and record keeping abilities
- Excellent technical skills (Microsoft Office products, publication/production/presentation software and new technologies)
- Previous experience planning and coordinating internal and external conferences and meetings with stakeholders
- Previous work related experience coordinating travel arrangements
- Experience in healthcare and/or not-for-profit is an asset