

Executive Assistant to VP, Cancer Control (Level 4)

Background

The Canadian Partnership Against Cancer works with Canada's cancer community to reduce the burden of cancer through co-ordinated system-level change. Grounded in and informed by the experiences of those most affected by cancer, the organization plays a unique role working with partners to support multi-jurisdictional uptake of the knowledge emerging from cancer research and best practices in order to optimize cancer control planning and drive improvements in quality of practice across the country. Partners include provincial and territorial cancer programs; federal organizations and agencies; First Nations, Inuit and Métis organizations; national health and patient organizations; and individual experts who provide strategic cancer control insight and advice from both patient and professional perspectives.

Through sustained effort and a focus on the full cancer continuum from prevention and treatment through to survivorship and end-of-life care, the Partnership supports the collective work of the broader cancer control community in achieving long-term outcomes that will have a direct impact on the health of Canadians: reduced incidence of cancer, less likelihood of Canadians dying from cancer, and an enhanced quality of life of those affected by cancer. For more information, visit partnershipagainstcancer.ca. The Partnership is also the driving force behind cancerview.ca, which connects Canadians to cancer control services, information and resources. The Partnership is funded by Health Canada

Overview of Role

Reporting directly to the Partnership's Vice President, Cancer Control, this position is responsible for the secretarial and administrative duties of the office of the Vice President, Cancer Control including issues management, daily communications support, full accountability for managing the schedule of the Vice President, administrative and travel support to the Chief Scientific Officer, and the support for Divisional activities.

Mandate-Specific Accountabilities

- Provides daily support to the Vice President, Cancer Control, including the provision of up to date daily calendars and associated meeting materials to ensure maximum preparedness in a fast paced environment that rapidly changes based on multiple simultaneous priorities
- Proactively conducts calendar reviews for the coming month(s) to ensure effective use of Vice President's time, level of preparedness and balance of in-person time with other Division staff, colleagues and other Partnership staff, including the CEO
- Triage daily communications with internal and external stakeholders (email and phone) to ensure Vice President effectively responds to requests and queries
- Supports the balancing of daily material reviews and input meetings to ensure that requests are met in a timely manner
- Manages external meeting logistics including travel and contact with key Partnership stakeholders
- Reads and analyzes submissions, letters, agendas, memos and determines significance; routes to appropriate personnel in a timely and efficient manner
- Prepares reports, collects and analyzes information; prepares presentations

- Deals with internal/external stakeholders to facilitate the effective management of issues, meetings and scheduled appointments for the Vice President including ensuring meeting material is received well in advance of meeting to meet the highest level of performance standards
- Coordinate and facilitate meetings for the Cancer Control Council, assist Vice President and Director Lead with agenda development and take and transcribe meeting minutes.
- Effectively works with Division Directors and staff to understand issues requiring the attention of the Vice President and to effectively manage the Vice President's schedule by bringing issues forward in a timely manner to support the decision-making process
- Provides effective management of key priorities and timelines for divisional work with a focus on the divisional calendar, reviews and key meetings
- Coordinates and assists in the planning and/or tracking of Division activities including all staff divisional meetings, director leadership meetings and retreats.
- Keeps Directors apprised of issues and scheduling that may impact their work, as necessary
- Provides meeting support including (as required):
 - logistical support, preparation and distribution of meeting materials, minute taking, travel booking, schedule meeting rooms, catering, and appropriate follow up on action items
 - Reviews and codes meeting expenses of participants following the Partnership's policies and processes and tracks through to payment
- Provides daily support to the Chief Scientific Officer (CSO) including:
 - Up to date calendar scheduling
 - International and domestic travel booking
 - Scheduling and logistics for internal and external meetings
 - Preparing meeting materials
- Performs core administrative duties including:
 - Adheres to all administrative procedures of the Partnership
 - Answers routine inquiries and fills requests for program materials and literature
 - Manages a very busy complicated calendar, scheduling both internally and externally
 - Composes routine correspondence, sometimes of a confidential nature
 - Prepares invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software
 - Screens and directs incoming calls, and takes messages as necessary
 - Orders supplies, maintaining inventory
 - Other administrative duties as required to support the division
- As an experienced administrative professional, contributes to and acts as mentor to other Partnership administrative staff to facilitate the achievement of a high performing administrative team and to ensure consistent adherence to policies and procedures

General Accountabilities

- Contribute to a collaborative culture

- Support the Vice President with respect to the achievement of their accountabilities with respect to the Partnership's priorities and core enabling functions

Essential Skills and Attributes

- Demonstrated ability to understand and assess priorities of all requests (meetings, appointments and issues) being made to effectively manage the Vice Presidents time and office appropriately
- Superior administrative skills and knowledge of administrative protocols, office procedures and practices to provide daily professional administrative assistance to the assigned executive
- Strong internal and external relationship management skills, ability to interact and work professionally and effectively with staff at all levels and key stakeholders
- Self-motivation and initiative
- Excellent organizational, resourcefulness and problem solving skills
- Proven ability to plan effectively, meet deadlines and seek out or develop innovative solutions to support planning and execution of work
- Excellent written and oral communications skills to answer queries and prepare correspondence and reports with professionalism
- Ability to swiftly change focus and to start and stop projects; comfortable in a very fluid and flexible environment
- Ability to make solid business decisions, problem-solve and simultaneously handle multiple job task and/or priorities
- Strong sense of professional savvy and ability to exercise accordingly; leads by example
- Demonstrates exemplary customer service skills (High degree of diplomacy, tact, discretion and good judgment)
- Quality orientation and attention to detail
- Proven ability to initiate new, effective administrative procedures
- A commitment to collaboration and a joint-accountability approach
- Adaptability to unanticipated changes, ability to prioritize and multi-task within a fast-paced environment
- Ability to communicate effectively in both official languages an asset

Experience and Education

- College/University degree
- Minimum of 7 years administrative experience in a similarly fast-paced and demanding environment
- Experience acting as a point of contact and managing issues, as required, on behalf of senior executive
- Previous experience working closely with senior executives, government officials, board members and medical professionals and their assistants
- Experience planning and coordinating internal and external conferences and meetings with stakeholders
- Highly proficient in use of Microsoft Office products particularly Outlook, Word, Excel, and PowerPoint including expertise with more advanced functions (mail merge, tables, calendaring, *filtering*, *pivot tables*, *conditional formatting*, custom templates, etc.)
- Experience arranging domestic and international travel
- Experience working in the public service, healthcare and/or not-for-profit is an asset