



**IDENTIFICATION**

Department	Position Title	
Workers' Safety and Compensation Commission	Administrative Coordinator, Prevention Services	
Position Number	Community	Division/Region
97-2091	Yellowknife	WSPCC NT

**PURPOSE OF THE POSITION**

The Administrative Coordinator, Prevention Services provides office services that provides support for regular office operation by implementing administrative systems, procedures, policies and monitoring administrative projects to ensure a productive work environment.

This position interacts with the Prevention Leadership Team and plays an active role in the delivery and coordination of administrative support for both the day-to-day operations and strategic objectives/initiatives.

**SCOPE**

The Workers' Safety and Compensation Commission (WSPCC) is a Crown Corporation of the Governments of the Northwest Territories (NT) and Nunavut (NU) that is directed by a Governance Council through the President & CEO. The WSPCC operates in six divisions under a team of senior managers. The WSPCC headquarters operations are located in Yellowknife and regional operations in Iqaluit.

The WSPCC promotes safe workplaces through education and prevention, and cares for injured workers through a system of no-fault compensation. The system is funded through the collection of assessments from employers and is governed by the Workers' Compensation Acts of the Northwest Territories and Nunavut.

The WSPCC is committed to an environment free of racism and discrimination, where people feel safe when receiving services. This can be achieved by respectful engagement that acknowledges the importance of cultural differences and values Cultural Safety.



- Reviews all incoming correspondence for the Chief Safety Officer / Chief Mines inspector's attention, giving highest priority to customer service requests requiring Chief Safety Officer / Chief Mines inspector authority; delegates tasks and requests to the appropriate managers and supervisors as required
- Logs and reviews incoming correspondence from external stakeholders for the unit
- Acts as point of contact for information concerning work activities and directs inquiries to appropriate staff
- Adheres to and updates as needed a comprehensive administrative desk manuals and appropriate use of established corporate formats and letterhead
- Prepares PowerPoint presentations as and when required
- Provides support to Reception services when required
- Formats and proofreads all documents for the Chief Safety Officer / Chief Mines inspector and Prevention Team
- Oversees the monitoring of leave and attendance of staff
- Develops and maintains templates for regular reports as required
- Oversees the administrative aspects of, Young Worker, Small Business, Mine Supervisors Certifications program, Interjurisdictional Trucking Agreement entries, Mine Permits records, and the Mine Rescue Training program
- Manages the electronic information system (SharePoint)
- Works with the Records Management, to implement proper maintenance of records and files in accordance with ARCS/ORCS
- Orders, tracks and compiles inventory of uniforms and supplies
- Completes all disclosure requests which may include investigation files and will need an understanding of ATIPP regulations.
- Photocopies a variety of documents as and when required
- Coordinates video/teleconferences, between the regional offices and others
- Monitors common email boxes and sets out of offices notices when needed
- Acts as point person for e-biz "help desk"

**2. Assist the Prevention Team by:**

- Preparing and processing financial transactions
- Recommending approval on activities exceeding own spending authority
- Interpreting WSSCC policies to ensure purchasing and financial procedures are followed
- Completing monthly visa reconciliation for submission to finance for all corporate credit card holders within the team
- Document control and note taking when needed
- Working with the Records Management, to implement proper maintenance of records and files in accordance with ARCS/ORCS for the Prevention Team
- Ordering, tracking and inventory of supplies

- Photocopying a variety of documents as and when required
- Coordinating video/teleconferences, between the WSCC offices and others, as required

**3. Coordinates operation activities for the Chief Safety Officer / Chief Mines inspector, to support timely, efficient and professional service for external and internal stakeholders.**

- Coordinates the updating of Prevention procedure forms and letters as required; coordinates all subsequent signatures required and the uploading to appropriate internal storage and hard copy retention
- Coordinates responses for the quarterly updates and provides the Chief Safety Officer / Chief Mines Inspector with necessary documents for Stewardship meetings
- Coordinates the Prevention Team meeting agendas to reflect relevant information from other parts of the organization
- Plans and schedules regular internal/external meetings and integrates timelines in the calendar
- Anticipates potential issues and stays up to date on current issues to advise and support the Chief Safety Officer / Chief Mines Inspector and Prevention Team
- Monitors the Chief Safety Officer / Chief Mines Inspector’s schedule and daily calendar. Adjusting as and when required to meet changing and/or competing priorities
- Coordinates, schedules and documents regular and special meetings as required
- Prepares material for meetings
- Coordinates duty travel for the Chief Safety Officer / Chief Mines Inspector and divisional staff, as required
- Monitors and maintains regular Quality Assurance reports for the Prevention team
- Assists with planning and preparation of “Special Events” i.e.: Occupational Safety and Health Week).

**4. Other duties as required.**

- Cross trains with other Administrative Coordinators to provide coverage during peek times or to cover leave
- Works collaboratively with other WSCC NT Administrative staff
- Completes special projects as requested by the Chief Mines Inspector/Chief Safety Officer and VP, WSCC NT.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands



**Environmental Conditions**

No unusual demands

**Sensory Demands**

No unusual demands

**Mental Demands**

May be high stress and fact paced. May have to respond to requests from employers, injured workers and other members of the public

**KNOWLEDGE, SKILLS AND ABILITIES**

- Exceptional organizational skills
- Strong ability to multi-task and prioritize based on organizational impact
- Strong administrative skills
- Interpersonal skills
- Strong analytical skills
- Demonstrated knowledge of confidentiality
- Demonstrated initiative
- Effective communication skills, both written and oral
- Knowledge of budget, accounting and financial procedures
- The ability to train/mentor staff in the use of computers and specialized software
- Excellent computer skills (including Word, Excel, SharePoint and presentation software
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

A Business Administration diploma and a minimum of three (3) years of progressively responsible administrative experience in a multi-disciplinary environment.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security (check one)**

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

**Indigenous language: Inuktitut**

- Required
- Preferred