

& NU and may be asked to discern and extract, from lengthy discussions, those key elements necessary to accurately record and document meetings and other events.

The Governance/Executive Coordinator reports directly to the President and has a functional relationship with the Chief Governance Officer/Senior Advisor.

The incumbent is expected to anticipate and prepare for the needs and affairs of the President, Legal Counsel and the Chief Governance Officer/Senior Advisor on a daily basis.

The position is the main point of contact for the President's Office. The incumbent must be able to handle the additional responsibility of managing requests for information and direction on various issues and when required by the President's office.

This position takes on special projects as and when required by the President.

RESPONSIBILITIES

1. Provides advisory and operational support to the Governance Council (GC) and President's Office.

- Manage all aspects travel arrangement for GC members and staff of the President's Office, including booking of travel, hotels, travel claims, and other administrative support.
- Draft standing Papers/Director concerns.
- Completion of GC orientation and onboarding administrative paperwork.
- Maintains a BF system with GC direction, decisions, and action requests.
- Assist with the drafting, reviewing, editing and analyzing general correspondence, terms of reference, GC motions, budgets and work plans that have been approved.
- Coordinate logistics for GC meeting, including scheduling of event, support services.
- Draft briefing notes after gathering relevant information for Chief Governance Officer/Senior Advisor.
- Create and maintain a Briefing note binder, both hard copy and electronic copy
- Drafting responses to correspondence received for approval and signature of the President
- Draft minutes of the President's Office Tailgates
- Draft SMT notes/minutes as and well needed.
- Track and maintain BF for legal opinions by General Counsel, President, and/or Chief Governance Officer/Senior Advisor.
- Review and draft response to Variance Reports for General Counsel, President, and/or Chief Governance Officer/Senior Advisor, Internal Audit and Investigations.
- Respond to general GC inquiries.

2. Provides legal research support to General Counsel

- Review of periodic newsletters and publications to obtain legal articles relevant to workers compensation and OHS topics and provide summary and analysis of relevance to the applicable division.

- Review of newly released Court decisions relevant to workers compensation and OHS topics to provide to the applicable division along with a case summary and analysis of application to WSCC administered legislation.
- Research of specific legal issues to incorporate into legal argument for internal memoranda.
- Research of specific legal issues to incorporate into written argument for Court matters.
- Review of Appeals Tribunal files to determine whether there are issues of jurisdiction or procedural fairness which require Legal Division submissions.
- Preparation of Books of Authorities, Records, and other necessary court documents, and filing same after review by General Counsel.
- Organization, and Filing of Factums and other court related legal argument documents as drafted or instructed by General Counsel.
- Arrange for service of documents and preparation and filing the related affidavits of service.
- Draft yearly routine correspondence and amendment to regulations for YMIR and Subsistence Rates.
- Assist with drafting of legislative proposals and briefing books as necessary for the legislative amendment process.
- Prepares and upload external case law and articles to Legal Services Intranet page as well as any internal opinions identified by the General Counsel.
- Tracking of third party action files, prosecutions and appeals tribunal matters status
- Receiving and responding to requests for information from external counsel or prosecutor with carriage of file, as appropriate.
- Receive and respond to routine initial notice of appeal from appeal tribunal.
- Notify General Counsel of deadlines for responses and BF reminders and provide necessary documents.
- Prepare routine notices for the Gazette (yearly) along with necessary correspondence. This includes obtaining the necessary information from WSCC departments.

3. Other administrative duties

- Prepares and review AWCBC reports, Roster of Experts.
- Creates and Maintains procedures for the President's Office with the Procedures analyst.
- Responds to general AWCBC inquires.
- Coordinating special events as directed.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The multi-tasking that this position requires and accompanying deadlines may cause stress. The incumbent must reconcile the demands of a variety of WSCC employees that frequently have conflicting interests and perspectives. These situations occur every day and, depending on other issues facing the WSCC, may occur with a high degree of intensity.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent written and verbal communication skills, as well as the ability to adapt communication styles to accommodate different needs with tact and diplomacy.
- Ability to exercise considerable judgement, tact and discretion in preparing, disclosing and handling information of a confidential and/or sensitive nature.
- Excellent interpersonal skills and client service orientation to develop and maintain effective working relations with GC Members and SMT leadership team.
- Demonstrated analytical and problem-solving abilities.
- Superior planning, research and organizational abilities.
- Must have strong strategic-thinking skills and judgement, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities.
- Knowledge of *legislation administered by the WSCC*.
- Knowledge of authorities and functioning of a government-appointed Governance Council.
- Excellent knowledge of NT and NU governmental processes and procedures.
- Proficiency in the use of computers and related software applications, such as word-processing, spreadsheets, databases, internet and email.
- Ability to work independently on complex matters, and lead and work effectively in teams.
- Capacity to manage many files simultaneously and a proven ability to work under pressure of time, accuracy and constant interruptions.
- Must be self-directed, display initiative and be creative. The incumbent is expected to work both as a team member and independently with minimal supervision.
- Requires extreme attention to detail, tact, diplomacy and discretion, as the miscommunication of information internally or to the public could place WSCC in a difficult position, erode morale or damage credibility with Stakeholders.

Typically, the above qualifications would be attained by:

Completion of a 2-year diploma in Business Management, Business Administration, Legal Studies or equivalent, combined with a minimum of 5 years directly related experience in an administrative role. Experience in corporate governance or in a legal office would be an asset.

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

Aboriginal language: To choose a language, click here.

- Required
- Preferred

CERTIFICATION

Title: Governance/Executive Coordinator

Position Number(s): 97-8124

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<hr/> <p>Supervisor Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<hr/> <p>Senior Manager</p> <hr/> <p>President & CEO</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	<hr/> <p>Date</p> <hr/> <p>Date</p>
<p>The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.</p>	

Reviewed by HR: _____