

Job Description/Specification

Identification	J0205	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	HR Administrative Secretary	FORMER TITLE/DEPARTMENT: HR Administrative Secretary
DIVISION/DEPARTMENT:	Human Resources	PAY GRADE: 4
SUPERVISOR'S TITLE:	Director, Human Resources	DATE APPROVED: Jan 21, 2019

Function and purpose (a)

Acts as a member of the Human Resources (HR) administrative support team providing secretarial/clerical support to and as assigned by the Director of HR. While the BCTF Bargaining Committee is engaged in negotiating sessions, takes verbatim minutes, and prepares documentation of minutes for Committee sign-off.

Principal duties and responsibilities (a)

1. Provides minute-taking for the BCTF Bargaining Committee at all scheduled negotiating sessions, in action, discussion, and verbatim form. Proofreads, edits, and prepares minutes for sign-off by Bargaining Committee members.
2. Provides secretarial/clerical support to and as assigned by the Director of HR.
3. Provides secretarial/clerical support, as required, to the Assistant Executive Director for HR-related work.
4. Composes, proofreads, edits and prepares a wide variety of correspondence including but not limited to memoranda, agendas, briefs, and reports.
5. Assists in planning and organizing meetings of internal workgroups, training sessions, and meetings, produces applicable materials and provides follow-up reports as required.
6. Maintains and/or processes records and files and, following established protocols, files documents in the HR physical file as well as in the electronic document management system.

7. Duties include confidential shredding, data entry, word processing, Excel spreadsheets, proof reading, photocopying, physical and electronic filing, taking phone messages, and providing routine information both in person and on the phone.
8. Other duties as assigned by supervisor.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

Three years progressively responsible secretarial experience with the Federation or with a similar institution.

Must have excellent grammatical, typing, and proof reading skills.

Must have excellent minute taking skills in action, discussion and verbatim form.

Demonstrated high degree of communication skills involving tact and diplomacy is also required.

Education and training (c)

Completion of secondary school (Grade 12) including or supplemented by secretarial or business courses.

Certification of minute-taking speed (via keyboarding/speed-writing/shorthand) at 100 wpm or more.

Licences and certificates (c)

None.

Environment (g)

Physical/emotional environment limited to conditions normally associated with office clerical work such as communication skills, equipment operating dexterity, and scheduling pressures. Physical/emotional environment during bargaining may be variable. Working off-site will be required when bargaining sessions take place away from the BCTF building.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contacts and relationships with all levels of Federation staff and members are required to obtain/transmit or exchange information and data and to explain or clarify information.

During bargaining, contacts will include BCTF leadership, members of the BCTF Bargaining Committee, and representatives of the employer, BCPSEA.

Work is of a highly confidential nature that often deals with personal information. During bargaining, the confidentiality of negotiating sessions is paramount.

Machines, equipment and work aids used

Computer and related software, telephone, voice mail, photocopier, fax machine, calculator, printer.

Positions supervised (e)

None.

Physical and/or mental effort (f)

This position is subject to the continual stress of processing large volumes of work requiring a high degree of accuracy and confidentiality under the pressure of critical deadlines.

Working conditions (g)

Exposure to video display screen glare when operating the computer terminal. Overtime may be required to handle heavy workloads several times during the year. Flexibility will be required to match hours of work and work-site to negotiating schedule. Ergonomic and other aspects of working conditions may vary according to location of bargaining sessions.