

Job Description/Specification

Identification	J0451	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Administrative Support	FORMER TITLE/DEPARTMENT: N/A
DIVISION/DEPARTMENT:	Field Service (FSD)	PAY GRADE: 4
SUPERVISOR'S TITLE:	Supervisor, Field Service	DATE APPROVED: May 5, 2023

Function and purpose (a)

To provide administrative support and assistance to the Federation Field Service Assistant Directors including compiling information, preparing draft collective agreement melded documents, and coordinating related procedures.

Principal duties and responsibilities (a)

1. Prepares and proofreads draft documents to meld existing collective agreement language, based on procedures, and in consultation with FSD staff.
2. Responsible for the timely input and continual updating and maintenance of data for the purpose of tracking draft collective agreement versions and approvals across all BCTF locals.
3. Assists with maintaining current copies of approved collective agreements. Copies and distributes to staff and members as requested.
4. Manages in-house Federation collective agreement materials, drafts, and final approved copies including ongoing maintenance and updating of electronic records
5. Conducts research of existing language in the collective agreement where required to support accurate melding of collective agreements.
6. As directed, collects information, and generates reports on topics related to collective agreements and/or specific areas of collective agreement language.
7. Performs clerical duties for administrative staff. Duties include development of and word processing of a variety of documents and communications, proof reading, photocopying, maintaining extensive files and databases, including maintenance of records and version control of draft documents.
8. Operates computer for word processing and email messaging, voicemail, processing leave of absence forms and to key in enquiries, and data for the maintenance of records.

9. Organizes and attends meetings, arranges for travel, makes hotel reservations, reserves meeting room space, orders food and beverages. Completes leave of absence forms and coordinates materials required for meetings.
10. Assists in the co-ordination of committees and meetings, including verbatim minute taking, as required.
11. Ensures necessary levels of confidentiality in all communications.
12. As delegated by the supervisor, participates in the orientation and training of staff.
13. Other duties as required.

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)

Four (4) years' progressively responsible administrative experience with the Federation, or with a similar institution.

Demonstrated experience with detail orientated work, and the ability to manage multiple projects concurrently while meeting deadlines.

Demonstrated ability to independently set work priorities, understand legal/analytical concepts, make apt and timely decisions, use effective communication skills, act in a tactful and diplomatic manner.

Experience taking verbatim minutes with a Keyboarding speed of 60 WPM or higher.

Experience using MS Office Suite at an intermediate level (Excel, Word, PowerPoint).

Experience working with collective agreements and/or previous legal assistant or related work.

Education and training (c)

- Completion of secondary school (Grade 12).
- One (1) year's training in administrative or business courses.
- Coursework in proofreading.

Licenses 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.

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 are required to obtain/transmit or exchange information and data and to explain or clarify information.

Contacts and relationships with persons external to the Federation office involve exchanging and receiving information with members of the various committees, students, the public, the media, other unions, local offices, Ministry of Education, BCPSEA, universities, community colleges, airlines, hotels, caterers, school board offices, and teachers.

These contacts are sometimes politically sensitive, and it is important to ensure confidentiality while maintaining good relations. Critical contacts are regularly required with skilled professionals who may be adverse in interest to the members represented by the Federation, or who may be parties to internal Federation disputes; such contact demanding a high degree of diplomacy and judgement.

Machines, equipment and work aids used

Telephone, voice mail, photocopier, calculator, computer, smart label printer, FAX machine, printers, Microsoft Office suite of products.

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 under the pressure of critical deadlines. Some lifting is required.

Working conditions (g)

Exposure to a video display screen glare when operating the computer terminal. Overtime may be required to handle heavy workloads with critical deadlines several times during the year.