

JOB TITLE:	Administrative Assistant
DATE:	February 2012
DURATION:	13-14 month contract (or secondment)
REPORTS TO (<i>job title</i>):	Senior Director of Community Engagement and Corporate Affairs / Senior Director of Performance Measurement and Information Management
LOCATION:	Toronto

PRIMARY PURPOSE:

Responsible for providing high level administrative support to the Senior Director of Community Engagement and Corporate Affairs and the Senior Director of Performance Measurement and Information Management as well as members of their portfolio when required.

KEY ACCOUNTABILITIES:

- a. Coordinates all administrative functions for the Office of the Senior Director of Community Engagement and Corporate Affairs and the Senior Director of Performance Measurement and Information Management including:
 - i. Arranges meetings including invitations, prepares agenda packages, ensuring required meeting materials developed and approved; minute taking, location set up, catering requirements and video/teleconference support.
 - ii. Makes travel arrangements; maintains appointment schedules and calendars.
 - iii. Develops and maintains electronic and hard copy file and records systems
- b. Creates and manages work flow processes and project management support for both portfolios. This includes:
 - i. Monitors action items arising from meetings ensuring completion by the appropriate individual.
 - ii. Developing and maintains events and conference tracking.
 - iii. Maintaining correspondence and public complaints and queries tracking system.
- c. Contributes to the planning and delivery of community and stakeholder engagement activities. This includes event planning, developing critical paths, and stakeholder lists, meeting RSVPs and registration, developing and editing presentations and communications materials.
- d. May be required to provide coordination support for various LHIN committees.
- e. Establishes / maintains effective working relationships with LHIN teams, Ministry, Health Service Providers, other stakeholders, etc.
- f. Reviews incoming materials to determine their disposition and initiate action required; follows up to resolve problems and ensure appropriate completion. Updates and advises the respective Senior Director on progress, problems and issues and recommends action. Independently responds to letters and general correspondence of a routine nature.
- g. Coordinates and consolidates information requests to Health Service Providers on behalf of the Project Coordination Office and Decision Support.

- h. Participates on internal planning groups, task forces and working groups as appropriate and requested.
- i. Initiates, plans and carries out a variety of special projects on behalf of either Senior Director.
- j. Maintains human resource records for Community Engagement and Corporate Affairs and the Performance Measurement and Information Management teams.
- k. May assist other members of the LHIN as appropriate and requested.
- l. Will coordinate with other Administrative and Executive support staff to ensure all core support functions are cross-covered throughout the organization.
- m. Other duties as assigned.

POSITION REQUIREMENTS:

Education:

- Post-secondary education/training in a business or related health discipline.

Experience:

- Senior professional administrative experience at a senior level.
- Proven ability to respond to a wide variety of issues and deal with unclear situations and conflicting demands.
- Excellent judgment in setting priorities, identifying issues and determining action required.
- Adept at balancing major concurrent tasks and projects.
- Good understanding of LHIN strategic objectives and priorities
- Excellent ability to see the big picture, anticipates problems, organize and coordinate appropriate responses.
- Excellent interpersonal, oral communication and relationship management skills.
- Excellent written skills and proven ability to develop clear, concise and comprehensive written reports.
- Knowledge of significant provincial health-care priorities, initiative, and issues.
- Knowledge of cyclical planning, review and reporting requirements.
- Proficiency with PC-based hardware/software and inter / intranets.

We extend our thanks to all applicants for their interest in the Toronto Central LHIN. Only candidates receiving interviews will be contacted. Cover letters and resumes can be submitted to: torontocentral@lhins.on.ca