

JOB TITLE: Administrative Assistant
DATE: July 2010
REPORTS TO: Senior Consultants, LHIN Collaborative
LOCATION: Toronto

BACKGROUND:

The Local Health Integration Networks (LHINs) were established by the Government of Ontario as community-based organizations to plan, co-ordinate, integrate and fund health care services at the local level. The LHINs work with the Ontario government, local health service providers, community agencies, residents and others to ensure a well coordinated system of health services.

The Local Health Integration Network Collaborative (LHINC) is a new initiative formed to strengthen relationships between and among health service providers, associations and the LHINs, and to support system alignment. The purpose of LHINC is to support the LHINs in:

- Fostering engagement of the health service provider community in support of collaborative and successful integration of the health care system;
- Their role as system manager;
- Where appropriate, the consistent implementation of provincial strategies and initiatives;
- The identification and dissemination of best practices.

POSITION PURPOSE:

This position provides executive, administrative and communications support to the Senior Consultants and their teams on projects and related activities.

KEY ACCOUNTABILITIES:

Project Coordination:

- Supports and facilitates the implementation of project plans, charters, risk mitigation strategies, change and communications plans, and processes and tools for the effective management and execution of projects.
- Supports internal planning groups, task forces and working groups as appropriate.
- Supports the development of regular project activity reports and updates.
- Establishes and maintains the master project plan for LHINC.

Administrative Support:

- Provides administrative support to the Senior Consultants and their team members, including:
 - Arranges meetings, including room bookings, invitations, preparing meeting packages, minute taking, location set up, catering requirements and/or video/teleconference support.
 - Makes travel arrangements; maintains appointment schedules and calendars.
 - Develops and maintains electronic and hard copy file and records systems.
- Organizes and supports meetings of LHINC working groups.

- Initiates, plans and carries out a variety of special projects on behalf of the Senior Consultants.
- Monitors action items arising from meetings ensuring completion by the appropriate individual.
- 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 Consultants on progress, problems and issues and recommends action. Independently responds to letters and general correspondence of a routine nature.
- Serves as a back-up to the Executive Assistant , providing support to the LHINC Executive Director and LHINC Council as required.

Communications:

- Ensures overall consistency and clarity of communication materials, including information packages, reports, and responses.
- Ensures that the LHINC visual identity and other organizational standards are adhered to.
- Supports the development and implementation of LHINC's communications calendar.
- Supports the development of internal/external communication materials.
- Supports development, maintenance, and staff training associated with the LHINC website.
- Supports communications and stakeholder engagement activities related to projects and activities of the Senior Consultants and project teams.

POSITION REQUIREMENTS:

Education:

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

Ability to demonstrate excellence and experience related to:

- Providing executive and administrative support to a team at a senior level.
- Excellent written skills and proven ability to develop clear, concise and comprehensive written reports.
- Excellent judgment in setting priorities, identifying issues and determining action required.
- Superior interpersonal, oral communication and relationship management skills.
- Development and maintenance of internal and external relationships and linkages.
- Ability to maintain confidentiality and deal with highly sensitive issues with confidence, tact, diplomacy and discretion.
- Adept at balancing major concurrent tasks and projects.
- Proven ability to respond to a wide variety of issues and deal with unclear situations and conflicting demands.
- Successful team-based work initiatives; negotiation and conflict resolution.
- Proficiency with PC-based software, in particular Microsoft Office, and inter/intranets.
- Knowledge of significant provincial health-care priorities, initiatives, and issues would be an asset.

CONTACT INFORMATION:

Resumes of interested candidates can be forwarded to LHIN Collaborative (LHINcollaborative@lhins.on.ca)