

HEALTHCARE BENEFIT TRUST

JOB DESCRIPTION

Job Title: Board Liaison / Executive Assistant	Department: Executive Office	Pay Grade: 6
Reports To: Chief Executive Officer	Supervises: N/A	Date: May 2024

POSITION SUMMARY

Reporting to the Chief Executive Officer, the Board Liaison / Executive Assistant is responsible for managing the smooth and efficient operation of the Executive Office and Management Team, and as part of HBT's Board Services Team, supporting HBT's Board of Trustees and third-party administration board secretariat functions (the "Board" or "Boards"). This roll must utilize significant judgment and discretion in coordinating executive administrative functions. The position liaises on behalf of the Executive Office and Management Team, as well as HBT and its' respective Boards with internal and external stakeholders, provides direct coordination with respect to Trustee business, and acts as an administrative resource in supporting the Board of Trustees in fulfilling its role.

MAJOR RESPONSIBILITIES

1. Coordinates executive administration functions for the Executive Office and Management Team. Establishes administrative systems and processes and ensures effective and efficient organization and flow of the work. Develops and implements process/system improvements to accommodate new and anticipated requirements.
2. Working closely with the Executive Office and Management Team, assesses current and emerging issues and priorities and provides feedback and recommendations regarding the management of high profile, urgent or sensitive matters. Prepares presentations and update reports for the Executive Office and Management Team. Maintains communication and facilitates the completion of projects and activities by HBT Executives, ensuring commitments are met and urgent or critical situations are dealt with.
3. Coordinates Executive Office communications within the organization and externally. Researches and prepares correspondence for the Executive Office and develops submissions and presentations for the Board, Committees of the Board and external stakeholders. Coordinates materials for all Board-related meetings ensuring that all pre-arranged deadlines are met. Provides information and resolves issues on behalf of and as directed by the CEO, liaising with HBT Executives as required.
4. Schedules Board of Trustee, Executive and other meetings; prepares agendas and ensures appropriate background meeting materials are researched, obtained and distributed; attends meetings and takes, prepares and distributes formal minutes; facilitates follow-up action with appropriate Trustee, Executive or other stakeholder to ensure end results are achieved.
5. Ensures minutes are recorded and approved for all meetings of the Board and its Committees.
6. Ensures a monitoring report is prepared and subsequently approved for all Board and Committee meetings.
7. Has custody of all Board records, including the minutes of all meetings of the Board and its Committees.
8. Reviews and processes all expense claims by the Trustees for approval and settlement, including the Chair.
9. Holds the original copies of the Conflict-of-Interest declarations signed by the Trustees.

10. Manages the correspondence addressed to the Board including, where necessary, the writing of acknowledgements; the redirection of individual items of correspondence to the appropriate officer for handling; and, if a response signed by the Chair is not necessary, a follow-up to ensure that suitable action has been taken.
11. Organizes trustee expenses, travel, orientation / education, and conferences.
12. Maintains relevant Trustee SharePoint Portal / Planning Calendar.
13. Plans and organizes major HBT meetings such as the Annual General Meeting and Trustee and/or Senior Management Strategic Planning Sessions. Compiles materials, determines and arranges venue, invites special guests, arranges presentations, and ensures all administrative arrangements are taken care of prior to and throughout the sessions.
14. Provides executive level secretarial and administrative support services to the Executive Office and Management Team including: maintaining calendar; scheduling appointments, travel arrangements and meetings; responding to emails and telephone calls and providing information or referring to others as appropriate; exchanging information and resolving issues on behalf of the Executive Office and Management Team as appropriate; and establishing and maintaining filing, bring forward and follow-up systems for the Executive Office.
15. Researches information regarding a variety of issues as requested by the Executive Office, Management Team and Trustees; analyzes findings and prepares summaries, briefing notes and reports.
16. Carries out confidential and sensitive assignments and undertakes special projects for the Executive Office and Management Team; at times requiring the organization and allocation of work to others.
17. Processes financial items such as invoices, expense claims and purchase orders and maintains related records.
18. Fosters productive working relationships with a broad variety of stakeholders, including HBT and Joint Trust Trustees and senior representatives of HEABC, member organizations, health sector and union associations and government. Liaises with stakeholders on behalf of the CEO with respect to issues of concern to the organization.
19. Provides information, guidance, and support to others within the organization with respect to office policies, procedures and standards. May supervise temporary support staff hired for work overload situations or special projects.

QUALIFICATIONS

Education, Experience and Occupational Certification

Community College diploma in commerce or business administration or an equivalent amount of education and experience.

Five years experience in managing the executive administration function for a Chief Executive Officer, Executive Team and Board in a complex, customer-oriented organization.

Knowledge, Skills, and Abilities

Significant knowledge and understanding of the principles, processes, and practices of managing the executive administration function for an Executive Team and Board of Directors/Trustees.

Considerable knowledge and understanding of the policies, programs, and operating requirements of HBT, its' stakeholder organizations, The Executive Office, and Board of Trustees.

Ability to exercise judgment, diplomacy, and tact in dealing with the varied day-to-day issues associated with the Executive Office.

Ability to anticipate needs of the Executive Office, Stakeholders and Board, manage multiple and diverse issues, and keep the Executive and Management Teams apprised of major concerns.

Ability to liaise effectively with the Executive of the organization and facilitate the completion of various activities on behalf of the CEO.

Ability to conduct research and prepare briefing materials, reports, and correspondence.

Ability to work with sensitive data and information while maintaining confidentiality.

Ability to work independently, organize workload and adapt to changing priorities and timelines in a fast paced, complex work environment.

Ability to establish and foster strong working relationships with a variety of external stakeholders to accomplish objectives.

Excellent oral and written communication and interpersonal skills.

Excellent organizational, analytical, problem solving, time management, expediting and facilitation skills.

Good understanding of computer systems, advanced level skills in relevant software, and strong word processing and minute-taking skills.

Please apply to this position by e-mailing a cover letter and resume to HR@hbt.ca and ensure to add the position title (**Board Liaison/ Executive Assistant**) in the subject line of the email.