



The Union of National Employees
Le Syndicat des employées et employés nationaux

Position Title: Executive Assistant to the National Executive Vice-President
Position Number: 201(A)
Band Level: 7

Position Description

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Supervisor Position Title: National Executive Vice-President
Supervisor Position Number: 200(A)
Position Designated Bilingual: Yes

Purpose of Position

The position provides administrative support and services to the UNE National Executive Vice-President. The position is excluded from the bargaining unit.

Statement of Responsibilities

Under the direction of the National Executive Vice-President, the position is responsible for a broad range of administrative services to the National President and National Executive Vice-President (NEVP) offices that support the operational, strategic, and political responsibilities of the UNE.

- In conjunction with the National President and National Executive Vice-President, organizes and manages their daily agendas by scheduling appointments, speaking engagements, meetings with various internal and external contacts (PSAC and Components, Members of Parliament, Employer Representatives, Government Departmental officials), preparing and organizing meetings and related background information and making travel arrangements (itineraries, accommodations, and reservations).
- Drafts, proofreads, edits, formats, types, and finalizes a variety of documents including letters, agendas, emails, reports, briefs, minutes, which includes working from handwritten and computerized documents.
- Coordinates translation of various documents as required.
- Assists the National President, National Executive Vice-President as required in confidential matters by providing them with templates responses.
- Receives, reviews, and prioritizes incoming correspondence from various sources to determine significance. Forwards to appropriate body and attaches background information as directed by the National President and National Executive Vice President.



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- Reviews emails, answers phone calls and maintains a record of the subject matter, ensuring the accuracy and respecting the political sensitivity and confidentiality of information provided or received.
- Maintains the National President and National Executive Vice President's filing, ensuring the security of confidential and sensitive information and the efficient access and retrieval of information.
- Administers the honours, awards and bursary files on behalf of the UNE and assists with the coordination of the memorial, remembrance and deceased member recognition programs. Coordinates PSAC honours and awards for UNE members.
- Assists with the ranking process, by region, of UNE member applications to all PSAC National Conferences.
- Provides on-site or conference call logistical and administrative services to the standing committees as assigned including scheduling meetings/conference calls, preparing agendas, maintaining the speaker's list, timing and recorded vote, distributing minutes or Records of Decisions, preparing reports for the National Executive, preparing the entire file to provide to the UNE Discipline Committee and forwarding to PSAC, in accordance with the relevant articles of the Constitution and following up accurately on action items originating from such meetings.
- Responsible for coordinating catering and/or staff events for the National President, National Executive Vice President and Directors as required.
- Conducts searches on a variety of subjects to retrieve relevant information which includes previous Committee decisions, National Executive meetings, Convention decisions, resolutions of record, Presidential rulings, verbatim reports, by-laws, policies and PSAC Constitution & Regulations and prepares a summary for use by the National President, National Executive Vice-President and/or committee members.
- When required, the incumbent provides on-the-job training to Convention Credentials Committee and The Convention Sergeants-At-Arm.
- When required, the incumbent ensures coverage when the Executive Assistant to the National President is absent.

The position is responsible for convention administrative services to the Chair of the UNE Triennial Convention and is required to:

- Prepare the convention call out for convention committee assignments, maintain a list of caucus chair assignments, assist the Chair of the National Elections, and maintain a list of regional caucus election chairs.



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- Assist with the recruitment of volunteers such as Sergeants-At-Arms and Credentials Committee members. Arranges training, provides relevant documents and schedules shifts by preparing a shift calendar.
- Assist in convention preparation as assigned by National President. Provides executive support to the National President and National Executive Vice President including assisting in the preparation of their report to Convention and ensuring they have all up to date materials required to function effectively in their roles in convention.
- Assist the National President during convention meeting proceedings to maintain the speakers list.
- Assist with the assignment of movers and seconders on Convention Procedural Motions, provides and distributes Procedural motion document copies to those assigned as movers and seconders and provides other support as required by the National President.
- Provides post-convention administrative services to the National President's office.

Knowledge

- The position requires the ability to understand how the UNE By-laws and policies are applied.
- The position requires strong knowledge of executive administrative practices within a unionized or political environment.
- The position requires strong knowledge of grammar and spelling in French and English, for drafting minute, correspondence, and reports in order to produce accurate documents.
- The position requires the ability to work in a political environment with sensitive and confidential issues which requires staying up to date on current issues.
- The position requires the ability to review and apply Executive decisions and adjust to priorities in a demanding office environment.
- The position requires knowledge of principles and processes of meeting procedures, voting procedures and Bourinot's Rules of Order.
- The position requires comprehensive knowledge of Microsoft Office.
- The position requires knowledge of records and database management to develop, maintain and update effective record-keeping systems.

Interpersonal Skills

- On behalf of the National President's or the National Executive Vice-President's



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office, the position must communicate with a variety of internal and external contacts, including union politicians, UNE and/or PSAC staff and on occasion, government officials.

- Skill is required to remain calm, courteous, professional, and respectful at all times, under time constraints and while managing conflicting priorities.
- The position must have excellent listening and comprehension skills in order to accurately relay information to the National President and National Executive Vice President.

Concentration

- The position must be attentive at meetings to assist the Chair, the speakers list, record votes, provide information and accurately record meeting minutes and decisions.
- The position is routinely interrupted and is required to adapt the work schedule to deal with deadlines, multiple demands, changing priorities and emerging issues.
- The position requires a high degree of concentration and attentiveness when drafting correspondence on behalf of the National President and National Executive Vice President, drafting meeting minutes, updating database records and when performing human resources related functions.
- The position is required to handle multiple tasks and works under stressful time pressures on-site during convention.

Physical Demands

- The position must use a computer and its associated peripherals for extended periods of time.
- The position requires prolonged periods of sitting during meetings and may occasionally be required to work some overtime.
- Occasionally, there is a requirement for physical effort up to 10lbs. to pack/lift boxes of administrative materials.

Complexity

- The position requires the incumbent to undertake a broad range of executive administrative duties to support, travel, data entry and filing, and occasionally works under tight deadlines.
- The position provides administrative support for a variety of meetings including committees and convention and must demonstrate initiative and flexibility.



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Impact

- As a representative of the National President's office or the National Executive Vice President, public image may be compromised if significant errors are made, specifically when releasing confidential or sensitive information or documents.
- The position is responsible for disseminating information from the National President and National Executive Vice President. Should incorrect or inappropriate information be provided, it could result in a negative impact on the UNE.

Responsibility for Information

- The position is responsible for obtaining, disseminating, recording, and filing information and is privy to information that is highly confidential, political and/or sensitive.
- The nature of the National President and National Executive Vice President's positions are political. The position must demonstrate a high level of tact and discretion in preparing, handling, and disclosing information of a confidential and sensitive nature.

Development and Leadership of Others

- The position does not have supervisory responsibilities, however, does provide training to the Convention Credentials Committee and to the Convention Sergeants-At-Arms. The position occasionally provides guidance to the National President and National Executive Vice President on procedural matters affecting the political operation of the UNE.

Environmental Working Conditions

- The position works in a closed office at the employer's location. However, when occasionally working at an event site, the position must set up and adapt to the space allocated at the venue where there is limited control over the privacy or ability to control the work area.
- The position may require to travel occasionally.



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Qualifications

- Post-secondary education in Business, Administration OR a related discipline, or an equivalent combination of education, training, and experience, relative to the responsibilities of the position in a unionized environment.
- A minimum of five (5) years' experience in an executive or senior administrative role.
- Experience working in a political or union environment and a demonstrated commitment to progressive social justice principles (e.g. as an activist).
- Exceptional ability to communicate effectively, orally and in writing, in French and English. Proficiency in spelling, vocabulary and the application and usage of French and English grammar.
- Strong time management skills to deal effectively with conflicting priorities, strict deadlines, and multiple distractions.
- Strong organizational, administrative, and human resources skills.
- High degree of confidentiality, self-motivation, initiative, judgment, adaptability, problem-solving, reliability, attention to detail and client interaction skills.
- Knowledge and experience of the Bourinot's Rules of Order.
- Strong computer skills including the Microsoft Office Suite of products.
- Ability to work independently and cooperatively with others in a team environment.



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Employee's Statement:

I have been given the opportunity to comment on this work description.

Employee's Name:

Employee's Signature

Date

National Executive Vice-President's Statement:

This work description accurately describes the activities and demands of the position.
Authorization:

National Executive Vice-President Signature

Date