

Job Title: Executive Assistant
Reports to: Corporate Associate
Department: Office of the CEO
Location: Markham
Closing Date: July 30, 2010
Submit Resume to: Central@lhins.on.ca

Primary Purpose:

To provide executive assistance and coordinated support to the Office of the CEO, LHIN's Chairman of the Board and Board of Directors for key corporate functions.

Key Accountabilities:

To ensure success of the CEO and in support of the Office of the CEO:

1. Coordinates administrative functions for the Office of the Board Chair, including the establishment of internal protocols, tracking systems and administrative policies and procedures for the office.
2. Responsible for planning and coordinating meetings of the CEO, Board and Board Committees including agenda development, leading the development of meeting materials, presentations and logistics.
3. Establishes/maintains effective working relationships with members of the LHIN team, Board of Directors, government officials, stakeholders, other LHIN corporate offices, the Ministry and Ministers' offices, etc.
4. Monitors incoming correspondence, Ministry requests and e-Mails to ensure the Corporate Associate, Office of the CEO, is made aware of critical issues and follows-up on such requests.
5. Monitors CEO and Board Chair's correspondence and supports the Office of the CEO and Board Chair to be properly briefed on all significant matters arising within the LHIN.
6. Researches/prepares/coordinates responses to a wide range of complex issues (e.g., briefing notes, stakeholder complaints).
7. Initiates, plans, carries out a variety of special projects on behalf of the Office of the CEO and Board Chair.
8. Attends all Board and Committee Meetings.
9. Responsible for approval and maintenance of Central LHIN Board of Directors Minutes.
10. Monitor and follow-up on action items arising from board meetings.
11. Manages the community nominations process including but not limited to being responsible for communicating with potential Board candidates, arranging the processing of documentation, discussing application status with the Public Appointments Secretariat and arranging interviews as necessary.
12. Organize LHIN Joint Chairs'/CEO meetings and other meetings of the LHIN CEO, Board Chair or Board Members.

13. Audits and tracks expenses for Directors of the Board to facilitate timely reimbursement.
14. Manages and maintains content on the Board's LHIN Update.
15. Responsible for maintaining the corporate files including all Office of the CEO correspondence, information and governance files.
16. Coordinates Board orientation activities and ensures that Board information and policies are current.
17. Responsible for Board Education work plan and implementation.
18. Other duties as assigned.

Position Requirements:

- Minimum 5-10 years' experience in a management or professional role working with senior executives and/or Boards
- Post-secondary education in business, social sciences or related disciplines

Key Competencies:

- Excellent verbal communication, writing and editing skills
- Demonstrated leadership and inter-personal skills
- Ability to develop and maintain internal / external relationships and linkages
- Ability to maintain confidentiality and deal with highly sensitive issues with tact and discretion
- Excellent judgment and problem solving skills
- Superior ability to set priorities and balance numerous competing responsibilities
- Proven ability to respond to a wide variety of issues and deal with unclear situations
- Strong organizational abilities
- Able to work on own initiative and without supervision
- Highly flexible and adaptable
- Demonstrable experience in taking and transcribing Meeting Minutes
- Exceptional skills with PC based hardware/software including Outlook, Word, PowerPoint, Excel and inter/intranets

Nature and Scope:

- **Interpersonal Contacts:**
Internally - communicates with employees throughout the organization to discuss information and issues related to undertaking the priority setting analysis and health planning functions.
Externally - communicates directly with various stakeholders to obtain and exchange information pertinent to the Office of the CEO and to the Board Chair.
- **Level of Responsibility:**
 The position provides a critical support role in the modeling, sustainable improvement, priority-setting analysis and health planning and integration.
- **Decision-Making Authority:**
 The position undertakes the analytical work required to determine and support key decisions related to priority setting and health planning and integration.
- **Physical and Sensory Demands:**
 Minimal demands typical of a professional position in an office environment.
- **Working Environment:**
 Minimal exposure to disagreeable conditions associated with a professional position within an office environment.