

Job Title: Senior Executive Liaison

Requisition ID: 2957

Affiliation: Exempt

Position Type: Temporary Full Time

Fixed Term Duration: Approximately 12 (twelve) months

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday to Friday (subject to change)

Division/ Branch:Office of the CAO, Chief of Staff Office

Job Location: Fort McMurray

Salary: Competitive Salary

COLA: Bi-Weekly - \$480

Reposted (dd/mm/yyyy):05/10/2024

Closing Date (dd/mm/yyyy): 20/10/2024

Posting Type: Internal and External

GENERAL DESCRIPTION:

The Senior Executive Liaison is a member of the CAO's office whose performance and professionalism directly impacts their success. The incumbent acts as the liaison with all internal departments and external stakeholders (Council/government/general public) on behalf of the CAO to maintain and promote effective communication and relationships. The Senior Executive Liaison is the first responder to items of urgency and has a strong understanding of the political environment and is aware of sensitive issues. The position requires the ability to anticipate and respond to issues, and share pertinent information in an effective manner, while upholding confidentiality, displaying professionalism, and values of the organization. Primary responsibilities of this position include:

Information Delivery Support: Ensures the CAO's office runs efficiently by monitoring and reporting on issues and challenges that Administration may encounter. Anticipates challenges and opportunities and manages identified political issues. Completes research, establishes objectives, and determines priorities and timelines. Gains cooperation and works in collaboration with others to provide accurate analysis to the CAO. Briefs on reports for business issues based on information from department Directors. While this position enhances the communication between Leadership and stakeholders, they perform so in a manner which does not undermine the authority or accountability of existing reporting relationships.

Leadership and Support: Ensures CAO is briefed and prepared for events and meetings. Attends and participates in meetings as requested by CAO with both external and internal stakeholders. Follows up on items on behalf of the CAO. Filters information both in and out of the office for accuracy and effective timeliness. Completes projects and special assignments on behalf of the CAO.

General Administration:Manages the CAO's calendar and email and responds to requests for information. Reviews correspondences arranges meetings and fields questions/concerns that are directed to the CAO's Office. Monitors for emerging issues requiring action and promptly advises the CAO. Is responsible for all administrative activities of the CAO's office including mail, filing, records, and expense management in accordance with Municipal governance, policies, procedures, FOIP, and confidentiality requirements.

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to operate within a politically sensitive environment and deal with sensitive and confidential issues.
- Exceptional liaison skills with the ability to maintain and promote positive and effective communication and relationships with the CAO, Mayor and Council, internal, and external stakeholders.
- Demonstrated professionalism and initiative. Reflects a positive attitude, responsive to growth and change, and takes ownership to ensure success.
- Proven conflict resolution skills, with ability to anticipate and effectively respond to issues appropriately.
- Strong information and fact gathering skills and ability to communicate and share pertinent information in a concise and effective manner.
- Exceptional written, verbal and listening skills.
- Strong organizational and time management skills.
- Media relations training and experience.
- High proficiency in Microsoft Office programs (Word, Excel, PowerPoint, Outlook).
- High-level knowledge of all departmental policies, processes, guidelines, protocols, as well as administrative directives and Council policies.

EDUCATION AND EXPERIENCE:

- Diploma in Business Administration or Public Administration is required.
- Certificate in Human Resources or Customer Service Training is preferred.
- An equivalent combination of education and work experience may be considered.

OTHER REQUIREMENTS:

- Submission of a Criminal Record Check.
- A valid Alberta Class Five (5) Operator's License is required as the incumbent will be required to operate a personal or municipal vehicle for business use on a regular basis.
- Must be flexible to perform duties after regular hours as required.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per Section 2 of the Occupational Health and Safety Act, the incumbent shall ensure, while in the employ of the Regional Municipality of Wood Buffalo, the health and safety of employees, contractors, and the public.

This position is not employed in a supervisory capacity. As such, the employee is not required to obtain additional safety training in accordance with municipal procedures and directives.

To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.