



## **Program Assistant, BCPSQC**

*Permanent Full-Time*

*Salary Range: \$44,088 – \$57,865 per year; Hiring Maximum: \$55,110*

*Location: Flexible within BC*

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*BCPSQC is committed to an equitable, diverse and inclusive workforce. We recognize that there are a variety of experiences that contribute to the overall qualifications for each role. If you feel that you could excel in this position, but do not necessarily meet the formal requirements, we want to hear from you!*

*In particular, we encourage women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the Council to apply.*

### **ROLE SUMMARY**

The BC Patient Safety & Quality Council builds a foundation of quality, provides advice and makes recommendations to the Minister of Health on matters related to patient safety and quality of care in all health care sectors. The BCPSQC brings health system stakeholders together in partnership to promote and inform provincially coordinated, innovative and patient- and family-centred approaches to patient safety and quality in British Columbia.

The Program Assistant provides confidential administrative and secretarial support to designated Leader(s) and manages the day-to-day administrative operations to ensure accurate and timely delivery of administrative services. Coordinates the flow of information, communicates internally and externally to respond to inquires and clarify details, coordinates appointments and meetings, prepares and processes documents and information, assists in budget development and monitors expenditures, arranges travel and accommodation, provides project support, submits HR and Finance information, and maintains office equipment and supplies.

### **KEY ACCOUNTABILITIES**

- Maintains a coordinated and up-to-date calendar for the designated Leader's appointment schedules by determining urgency and nature of requests, scheduling and making necessary arrangements, and resolving time conflicts. Coordinates appropriate travel and accommodation arrangements for designated Leader's attendance at conferences and meetings, confirms reservations, and establishes an itinerary.
- Responds to verbal and written communication and liaises internally and externally to respond to, share information, clarify details, and ensure follow-up by relevant personnel on emergent issues.
- Produces timely, accurate and well formatted documents using various word processing, spreadsheet and presentation software packages, including creation of tables, spreadsheets, presentations and reports. Enters and collects data, and compiles relevant statistical information and reports. Drafts agendas, gathers background materials, attends and records proceedings, prepares and distributes minutes, and takes follow-up actions. Maintains a bring-forward system.
- Assists in budget development and monitors expenditures, authorizes expense reimbursements and invoices up to a pre-determined limit, and develops an expenditure tracking system for those expenditure invoices qualifying for reimbursements from various third parties. Completes purchase

requisitions/online purchasing and forwards for processing, and ensures invoices are authorized for payment and submitted for payment.

- Completes and submits eForms for designated Leaders; processes timekeeping for assigned staff; and liaises with Finance, Payroll and Human Resources as necessary.
- Provides project support, researches information, tracks statistical data, and compiles and analyzes data involving new projects, and the interpretation and application of policies and procedures.

#### **QUALIFICATIONS**

- A level of education, training and experience equivalent to Grade 12 plus graduation from a formal secretarial program plus three (3) years recent related experience.
- Demonstrated ability to work both independently and collaboratively, resolve administrative issues/problems, prioritize workload, and to be flexible to meet and adapt to changes in organizational priorities.
- Demonstrated ability to use Microsoft Office applications, including word processing, spreadsheet and presentation software, at an advanced level.
- Demonstrated organizational skills and ability to prioritize workload and work under time pressures to meet deadlines.
- Demonstrated ability to communicate effectively both verbally and in writing, including the ability to respond professionally, courteously, and in a clear manner.
- Demonstrated interpersonal and time management skills.
- Demonstrated ability to record and transcribe minutes of meetings. Ability to type 60 words per minute.

**To apply for this position, please send a resume and cover letter to: [careers@bcpsqc.ca](mailto:careers@bcpsqc.ca)**

**Closing Date:** Open Until Filled

We wish to thank all applications for their interest and effort in applying; however, only those candidates selected for an interview will be contacted.

As per the current Public Health Order, full vaccination against COVID-19 is a condition of employment with the BC Patient Safety & Quality Council as of October 26, 2021.