

# EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting **Regular Full-Time** opportunity as a **Legal Administrative Assistant (Competition #152.18)** exists reporting to the Chief Human Resources Officer and the Chief Legal Officer.

## **Summary of Duties, but not limited to:**

- Provides advanced and highly skilled executive support services to Chief Human Resources Officer and the Chief Legal Officer.
- Manages the Chief Human Resources Officer and Chief Legal Officer's calendars related to meetings and appointments - prioritizing appointments and proactively resolving conflicts, which can include a recommendation or independently changing appointments to ensure conflicts are resolved.
- Assists with document preparation, organization, disclosure and management in administrative proceedings or litigation context, as required.
- Plans, organizes and coordinates administrative practices and procedures to ensure ongoing case management, while monitoring deadlines
- Drafting, editing, proofreading and preparing legal documents and correspondence
- Ensures the efficient and effective administrative set up and organization of two senior leadership offices including appropriate and up-to-date office support systems (including IT access and software support).
- Acts as administrative support for various Board and Hospital committees by taking, transcribing and distributing minutes, preparing agenda packages, arranging meeting dates/times/rooms, contacting participants, and extensive follow-up on items as needed up to and including drafting annual reporting documents. Attends meetings, as required, to record minutes.
- Coordinates the logistical aspects of meetings, seminars, workshops, training, special projects and events, including preparing the boardroom for meetings, arranging refreshments etc.
- Schedule and coordinate external hearing or mediation dates, such as Human Rights Tribunal, Ontario Labour Relations Board
- Maintains business correspondence files, and has control over highly confidential and sensitive material and files.
- Responds to, prioritizes and takes action as appropriate on urgent issues
- Manages incoming phone calls, inquiries, visitors and correspondence, and routes accordingly
- Prepares, gathers, and relays confidential information and material on a regular basis.
- Undertakes and ensures co-ordination and support of special projects as assigned.
- Contributes to Women's College Hospital's public reputation as a progressive customer-focused organization by projecting a professional, organized, competent, enthusiastic and co-operative image.
- As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

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## **Qualifications/Skills:**

- Minimum College level diploma, Bachelors Degree preferred, ideally with a legal/administrative focus. Legal experience or paralegal certification required
- Minimum of 5 years legal and/or administrative experience supporting senior management required, preferably in an academic ambulatory care setting.
- Superior proficiency with Microsoft Outlook, Word, Excel and PowerPoint.
- Strong business writing skills and the ability to draft original correspondence, reports and templates.
- Experience managing confidential and highly sensitive information and documents.
- Excellent verbal and written English communications skills.
- Excellent problem solving skills.
- Familiarity with legal/administrative proceedings and associated requirements.
- Knowledge of legal terminology
- Knowledge of legal office practices and procedures relating to legal correspondence and legal documents
- Organized and flexible, able to handle multiple tasks and varying priorities in deadline-oriented environment.
- Ability to perform and communicate in a highly professional and effective manner, in a rapidly-changing environment.
- Strong interpersonal relationship skills in working effectively with various levels of staff and Board Members including executives and senior management as well as external partners.
- Highly organized, accurate and detail-oriented.
- Flexible work hours including available for early morning and evening hours.
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital.
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all.

**POSTING DATE: June 12, 2018**

**Please forward resumes via email to [HR@wchospital.ca](mailto:HR@wchospital.ca) with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)**

**We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.**

*Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.*