

Undertaking 157

Undertake to provide the job description of that particular role (Site Service Administrator).

The title of this position is Team Lead, Support Services. Attached as Undertaking 157, Attachment 1 is a copy of the position description.

Team Lead - Support Services

Location Information

Company: Newfoundland & Labrador Hydro
Division: Regulated Operations
Department: Transmission and Rural Operations - Central
Section: Transmission and Rural Operations
Subsection:
Location: Bishop's Falls

Organization Reporting

Direction Received:

Receives general direction from the Department Manager however considerable discretion is given in carrying out the duties and responsibilities of the position. Employee is expected to exercise a significant level of personal initiative and judgment in carrying out these responsibilities.

Direction Exercised:

Provides advice and recommendations to Business Unit Managers regarding budgets and forecasts. Provides direct supervision of the Area Office Clerk, Office Clerks, temporary Clerks and summer students, as well as administration of various contracts.

Job Description

Summary of Job Function:

Participates regularly in Departmental Business Unit Management Team meetings, taking an active position in filling the goals and objectives of the department.

Leads corporate initiatives such as Employee Opinion Surveys, Checkpoint Sessions, Corporate Safety Moments, SWOP and Goal Setting Sessions.

Plans, leads, organizes, and controls the activities of Support Services section.

Responsible for the development, implementation and supervision of all departmental functions related to finance, office services, and purchasing.

Responsible for the selection, hiring, orienting, supervising and directing all staff required for data management and clerical functions, as well as various contracts.

Participates in the Corporation's Health and Safety Program to ensure a safe and healthy work environment for all employees.

Participates in the Environmental Management System (EMS) and the specific duties as described in the EMS.

Principal Activities, Duties, and Responsibilities:

Responsible for two Administrative Officers located at Stephenville and Whitbourne and one Office Clerk at Springdale.

Coordinates and directs the delivery and management of quality support services, including JDE module support in the areas of finance, HR payroll, etc.

Implements and evaluates policies to control and maintain tools and equipment.

Performs personnel management functions, such as selection, training and orientation of staff.

Prepares, monitors, develops and controls departmental operating and capital budgets and forecasts, as well as advises Business Unit Managers and Department Manager of potential problems.

Reviews, checks, approves (or has approved) and processes invoices, time sheets and sick leave compensation request forms to ensure accuracy and validity according to policies and within required time scales.

Maintains all documented standards as current.

Monitors and controls the petty cash fund according to the Treasury Department's policy and procedures.

Coordinates the preparation of the Departmental operating and capital budgets; in collaboration with Business Unit Managers. Monitors and prepares forecast for the operating and capital budgets and informs the Business Unit Manager and Departmental Manager of potential problems.

Promotes, implements. Participates and ensures compliance to the Corporation's Health and Safety Program ensuring a safe and healthy work environment for all employees.

Prepares reports for the Departmental Manager covering financial performance of the operation.

Conduct financial analysis and prepares reports for business unit managers.

Ensures the central filing system is maintained; formal internal and external documents are always filed, index is maintained, and document retention rules are developed and followed.

Ensures that regular inspections are carried out as per the Safety & Health Program Standards.

Administers the Union Collective Agreements.

Ensures employee training needs are identified and submitted through budget planning.

Participates in the Environmental Management System (EMS) and the specific duties as described in the EMS.

Ensures compliance to corporate policies and procedures; follow up on internal audit action items.

Ensures the document management system is maintained and document retention rules are followed.

Actively consider environmental issues in all decision-making opportunities.

Other related duties as outlined in the performance appraisal and as assigned.

Job Specifications

Education:

University degree in Business or a recognized Accounting designation or an equivalent combination of education, training and experience.

Experience:

A minimum of ten (10) years progressively responsible supervisory experience in an office environment is required.

Special Skills, Job Requirements, Working conditions, Etc.

Requires knowledge of a wide range of professional accounting and management principles and procedures, personal computers and software, as well as payroll and personnel methods and procedures. Requires knowledge of electrical utility operations. Must possess well-developed skills in oral and written communications, combined with supervisory, planning, organizational, analytical and management ability and good interpersonal skills. Must possess a good working knowledge of computers with appropriate awareness of various Corporate applications as necessary. These may include, but are not limited to, the Microsoft Suite of applications, Lotus Notes (including the database functions), JD Edwards, Showcase Strategy, computerized inventory, and maintenance programs.

Personnel Information

Salary Grade:

HAY 11

Job Number:

Status:

Active