

Job Title	Administrative Coordinator	Classification	Grid Level 18
Department	Hansard Services	Date Updated	February 2026
Reports to	Director, Hansard Services		

PROGRAM AND STRUCTURE

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

DEPARTMENT SUMMARY

Hansard Services supports the work of Members, officers and staff of the Legislative Assembly of British Columbia, various ministries, and fosters public awareness and understanding of the legislative process by making the proceedings of the House and its committees accessible to all British Columbians. Hansard Services publishes the Official Reports of the Legislative Assembly and Parliamentary Committees and broadcasts Assembly and Committees proceedings. The Official Reports of Debate of the Legislative Assembly of British Columbia (also known as Hansard), provide Members, staff, ministry stakeholders, the media, legal and academic community, as well as British Columbians with a trusted, reliable and researched record of proceedings in the Chamber and in committees. The transcripts and broadcasts are full, accurate and impartial records of the work of the Members of the Legislative Assembly and facilitate Member outreach and communications to British Columbians. Operational deliverables are often expedited and triaged within a high pressure and political environment.

JOB SUMMARY

Reporting to the Director, Hansard Services, the Administrative Coordinator is responsible for providing administrative and business operations support for Hansard Services. The role provides integrated operational and financial support to ensure the effective functioning of the department. In addition, the Administrative Coordinator participates in special projects, coordinates administrative processes and liaises with internal departments to provide high-quality support to Members, staff, clients, visitors and the public.

KEY RESPONSIBILITIES

- Acts as the primary administrative coordination point for the department, triaging time-sensitive inquiries from MLAs, internal partners, external organizations and the public, and ensuring appropriate follow-up and resolution.
- Provides a professional, service-oriented approach when interacting with others, ensuring timely, courteous and effective support.
- Provides comprehensive operational support to the Director, Managers and Team Leaders by coordinating workflows, preparing correspondence, reports and briefing materials, and tracking action items to support timely decision-making.

- Administers departmental financial processes, ensuring transactions are accurate, properly coded, authorized and compliant with Legislative Assembly financial policies, while maintaining secure financial records.
- Supports departmental budget planning and monitoring, maintaining operational and capital budget records, tracking expenditures, identifying variances and assisting with the preparation of financial reports and budget materials.
- Prepares, validates and maintains financial and operational datasets for reporting purposes, ensuring accuracy and timely delivery of information supporting KPIs and workload reporting.
- Coordinates departmental procurement, resource coordination and inventory control, including purchasing activities, payment processing, supply monitoring and the secure handling of financial, material and confidential records, while liaising with internal service areas for Finance, HR, IT and Facilities.
- Maintains departmental records, databases and tracking systems, including production data, financial documentation, business continuity materials, ensuring data integrity, privacy and accessibility.
- Provides project, event and initiative coordination, supporting documentation, process mapping, reviews and continuous improvement activities that enhance administrative, financial and reporting processes.
- Supports internal and cross-departmental communication and committees by preparing materials, coordinating information sharing and liaising with Assembly stakeholders, and participating on working groups.
- Provides guidance to staff on administrative, financial and reporting procedures, ensuring consistency with Legislative Assembly policies and established processes and determining when issues require escalation to the Director.
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC
 Deputy Clerk of the Legislative Assembly
 Director, Hansard Services
Administrative Coordinator

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in business administration, accounting or a related program, plus at least 3 years of office administration or business operations experience, or an equivalent combination of education and experience.
- Experience with Workday, Adobe Pro, and Power BI is considered an asset.
- Project management training or certification is considered an asset.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the structure, mandate and operating environment of the Legislative Assembly.
- Demonstrated ability to learn, apply and adapt to new software, systems and administrative procedures.

- Sound knowledge of office administration practices and business support functions.
- Strong oral and written communication skills, keen attention to detail, and advanced proficiency with document-creation tools to produce clear, accurate and professionally formatted materials that meet organizational standards.
- Well-developed organizational and time-management skills, with the ability to manage multiple competing priorities.
- Experience coordinating meetings, events and related communications.
- Strong customer service skills with a collaborative, service-oriented approach.
- Demonstrated ability to analyze issues, exercise judgment, set priorities and meet deadlines while maintaining a high degree of accuracy.
- Ability to work independently with limited direction and to take initiative within established parameters.
- Ability to respond to, triage and resolve a wide range of inquiries.
- Demonstrated discretion and judgment in handling confidential and sensitive information.
- High degree of flexibility and adaptability in a fast-paced, deadline-driven environment.
- Ability to develop, maintain and improve administrative record-keeping, reporting and tracking systems.
- Ability to establish and maintain effective working relationships a variety of internal and external stakeholders.
- Ability to communicate effectively using tact, diplomacy and professionalism.