



**TITLE:** PERFORMANCE AUDIT CO-OP

**CLASSIFICATION:** CO-OP LEVEL 2

**ORGANIZATION:** OFFICE OF THE AUDITOR GENERAL

**WORK UNIT:** PERFORMANCE AUDIT AND RELATED ASSURANCE

**SUPERVISOR TITLE:** AUDITOR, PERFORMANCE AUDIT

**SUPERVISOR POSITION #:** 00099216

## CONTEXT

The Office of the Auditor General of British Columbia serves the legislative assembly and, by extension, the people of British Columbia by providing independent assessments of government's financial statements and operations that enhance government accountability and performance. The auditor general's authority is derived from the *Auditor General Act*.

The work of the office spans all government ministries, as well as crown corporations, and the broader public sector. Reports resulting from direct assurance engagements are presented to the legislative assembly and are then made public.

## JOB OVERVIEW

We are looking for an individual to join our Office in performance audit, for a co-op term. The ideal candidate enjoys working on a team, is naturally curious, has a high amount of personal accountability and pride in their work and critically thinks. This opportunity is suitable for candidates in a graduate program. Experience working in public administration and evaluating or comparing information against good practice expectations, a theory, or performance targets is a definite asset.

## ACCOUNTABILITIES

- Learn about the role of the Office of the Auditor General of British Columbia.
- Learn about and apply the principles of performance audit standards and techniques.
- Conduct environmental scans.
- Note taking (i.e. typing) during in-person interviews.
- Analyze documents and interview notes to identify gaps and areas of improvement based on audit expectations (i.e. criteria).
- Work with a team to ensure the accuracy and veracity of information gathered by undertaking checks on information and data and resolving queries with client organizations and other auditors.
- Manage work efficiently and contribute to a competent, committed and professional team that works together in an atmosphere of mutual trust and respect.
- Contribute to development of management recommendations that are fair, meaningful and timely, following the appropriate methodology, and meeting applicable quality assurance and professional standards.

## JOB REQUIREMENTS

### EDUCATION AND EXPERIENCE

- Be registered in a recognized co-op program at the graduate level.

- Preference may be given to candidates studying in a graduate program in the following fields:
  - Economics
  - Education
  - Energy Resources
  - Health
  - Information technology
  - Transportation

Candidates must be willing and able to:

- Travel occasionally.

PROVISO

- Successful completion of security screening requirements of the B.C. Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required by the Office of the Auditor General.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Has strong interpersonal skills (i.e., is a people person) and enjoys working on teams
- Wants to learn and is comfortable receiving and addressing feedback
- Can represent the office professionally, developing positive client relationships
- Respects the value and the ownership of the office's confidential information and can handle confidential information
- Can analyze large volumes of documents and data quickly, apply analytical tools, and provide conclusions (e.g., critical thoughts based on the audit expectations, good practices, etc.) succinctly
- Can take interview notes (i.e., type quickly)
- Enjoys travelling
- Is able to work with tight deadlines
- Communicates well in English – both in writing and orally
- Has advanced knowledge of Microsoft Word and Excel
- Has related work experience (e.g., experience gathering and analyzing data; working in program analysis, evaluation and/or measurement; working on a team or individually to identify and address gaps to meet expectations; etc.)

## OAG BEHAVIOURAL COMPETENCIES

### Foundation Competencies Definitions

<b>Personal Accountability</b>	Taking responsibility and accountability over own actions, interactions and relationships with others and demonstrating a commitment to the delivery of results.
<b>Business Acumen</b>	Applying an understanding of the office and the public sector, to guide effective decision making, work prioritization and approach in alignment with business objectives.
<b>Continuous Improvement</b>	Demonstrating resilience, modeling agility and being open to change to enable and deliver continuous improvements.

### Leadership Competencies Definitions

<b>Corporate Planning</b>	Defining and communicating a future vision, developing strategic and operational plans and aligning the business to achieve the desired vision.
<b>Engage and Inspire</b>	Inspiring enthusiasm and commitment to individual and team goals, engaging effective and productive teams, and recognizing and celebrating successes across the Office.
<b>Developing People</b>	Developing talent, encouraging professional development, and actively supporting training, coaching, mentoring and performance management programs.
<b>Leading Change</b>	Understanding, assessing, and leading change and effectively engaging others to drive the implementation of change to achieve desired outcomes.

### Technical Competencies Definitions

<b>Planning</b>	Undertaking the planning process and developing the project objectives, scope and assessment criteria, ensuring that all relevant risks are considered
<b>Conducting</b>	Gathering sufficient and well-documented evidence to arrive at sound conclusions, ensuring that an appropriate level of consideration is given to any contrary evidence throughout the project
<b>Reporting</b>	Documenting results and developing reports that contain well-supported conclusions, using appropriate language, succinct wording and a respectful tone, to satisfy reporting requirements
<b>Service Focus</b>	Understanding internal and/or external clients' needs, engaging in effective communication and building strong working relationships to deliver high quality service.
<b>Project Management</b>	Conducting effective project management by managing scoping, schedules, budgets, resourcing and risk, and ensuring alignment of activities/deliverables to achieve desired outcomes

## INDIGENOUS RELATIONS COMPETENCIES

- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Aboriginal people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with Aboriginal cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Aboriginal people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.