

Assistant Auditor General, Critical Audit Support Services

Classification: ADM Level 1

Salary: \$150,900.25 - \$192,500.16

Job Type: Regular Full-Time

Location: Victoria, B.C.

An eligibility list will be created to fill multiple permanent and temporary vacancies.

Be part of a challenging and rewarding work community

The Office of the Auditor General of B.C. (OAG) is an independent office of the Legislature that contributes to excellence in effective and accountable government. We offer opportunities for career growth, excellent benefits, a comprehensive salary, and flexible working arrangements.

Interested in growing your career? We offer a professional development fund to support your educational pursuits and reimburse annual professional dues, such as CPA. Other benefits offered to our employees include:

- Paid-time off for medical appointments, paid family illness days
- Paid short-term and long-term sick leave
- Life insurance
- Public service pension
- Confidential employee and family assistance program

Our office promotes trust, cooperation, and teamwork in a diverse, inclusive, and respectful environment. We support each other, celebrate our successes, and encourage a healthy work-life balance for everyone. Our staff events are socially, physically, emotionally, and nutritionally focused – and fun!

Our downtown Victoria location supports collaboration and includes a gym, indoor bike storage, and decks with views of the beautiful Inner Harbour.

About the role

Reporting to the Deputy Auditor General, the Assistant Auditor General, Critical Audit Support Services (CASS), provides leadership and direction in the provision of financial services, strategic human resources, digital services, communications, facilities management, and administrative services.

This position is accountable for establishing and maintaining an effective organizational structure, systems, processes, and controls within the CASS portfolio, ensuring cohesive service delivery and continuity across the OAG.

Accountabilities

General:

- Support the strategic direction of the office through delivery of the strategic plan, and annual service plans, ensuring structures, systems and operational goals achieve strategic objectives.
- Work collaboratively across portfolios and with other executive team members to advance strategic priorities of the OAG, manage and resolve risk, and leverage resources effectively.
- Contribute to the annual three-year service plan, including development of priority strategies and key performance indicators, and ensuring accountability processes and performance management systems are in place.
- Contribute to the development of the office's annual budget submission and participate in the process of presenting the proposed budget to the Legislature's Government Finance and Government Services Committee.
- Proactively monitor emerging trends or issues, implement effective issues management strategies that address risks and uphold the reputation of the OAG.
- Facilitate effective information flow and decision making by preparing a variety of reports that inform the Auditor General and Deputy Auditor General on planning, performance, risk, and other matters impacting the organization's interests.
- Act as an executive liaison with a variety of stakeholders (members and committees of the Legislative Assembly, ministers and deputy ministers, central agencies, other legislative audit offices, other provincial and federal agencies, professional bodies, and public entities).
- Participate on a variety of committees, working groups and forums as required; represent the Auditor General, as appropriate, with other legislative audit offices.

Portfolio specific:

- Provide strategic direction and leadership to ensure portfolio structure, resources and services are capable of meeting evolving cross-portfolio needs and are aligned with the broader goals of the organization.
- Lead the development of the CASS portfolio service strategy and standards, ensuring performance measures are communicated and monitored; enable continuous improvement initiatives in support of efficient, high quality audit services.
- Provide change leadership; champion transformative, innovative approaches to enhance organizational capacity and quality across portfolios.
- Ensure functional areas within the CASS portfolio (Information Technology, Strategic Human Resources, Finance, Communications, Facilities, Administrative Services) fulfill all responsibilities in accordance with applicable legislation, policies, agreements, best practices, and professional standards.

Job requirements

Education and experience:

- Graduation from a recognized university in the field of public administration, business administration, or accounting; or an equivalent combination of education and experience.
- At least 10 years audit experience.
- At least five years senior leadership experience.
- CPA designation is preferred.
- Legislative audit experience is preferred.
- Preference may be given to candidates with experience leading corporate services.

Conditions

- Successful completion of security screening requirements of the B.C. public service, which may include a criminal record check, and/or *Criminal Records Review Act* check, and/or enhanced screening checks as required.
- At the Office of the Auditor General, the health and safety of our people is a high priority. As such, proof of COVID-19 vaccination is required of all staff. It is a term of acceptance of employment that you agree to comply with all vaccination requirements. Our policy is aligned with the COVID-19 vaccination policy for B.C. public service employees.

Knowledge, skills, and abilities

- Proven success in leading complex transformation and change initiatives to achieve results.
- Experience leading and managing multiple, diverse functions and/or projects.
- Proven record of establishing goals, developing people and teams, building relationships, and solving complex problems and/or issues.
- Strategic thinker capable of translating the organization's vision to goals, action, and outcomes.
- Demonstrated ability to build a culture of trust, accountability, and integrity.
- Skilled at building internal and external stakeholder relationships; effective at managing divergent interests, resolving conflict, and negotiating productive outcomes.
- Demonstrated fiscal management and budget planning skills.
- Proven, excellent verbal and written communications skills to represent the office in dealings with auditees, other legislative audit offices, committees of the Legislature, and Members of the Legislative Assembly.
- Proven ability to lead and develop people through coaching, mentoring and empowering employees to achieve individual performance and growth goals.

Please see the attached job profile for a full description of the accountabilities and required qualifications.

To be considered for this role candidates must submit a cover letter and resume to hr@bcauditor.com. Applications will be accepted until Sunday, August 28, 2022.

For more information, please contact hr@bcauditor.com.