

**Director, Performance Audit and Related Assurance**

**Classification:** Band 4

**Salary:** \$102,900.00 - \$136,700.11

**Job Type:** Regular Full-Time

**Location:** Hybrid – Victoria or Vancouver

**An eligibility list may be established for future vacancies.**

**Do you want to 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, an excellent compensation package, and flexible working arrangements.

Our office promotes trust, cooperation, and teamwork in a diverse, inclusive, and respectful environment. We are committed to creating and reinforcing diversity, equity, inclusion, and psychological safety – creating a safe environment where everyone feels they belong and are encouraged to bring their whole selves to work. We support each other, celebrate our successes, and encourage a healthy work-life balance for everyone. Our staff events are socially, physically, and emotionally nourishing – with lots of great food – and fun!

Interested in growing your career? We offer support for your professional development and education and reimbursement of your professional dues. Other benefits include:

- extended health benefits;
- policies and benefits to support your personal and family needs;
- public service pension;
- life insurance; and
- confidential employee and family assistance program.

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 an Executive Director, Performance Audit, the Director, Performance Audit is responsible for ensuring audits are designed and carried out in compliance with office policies, professional standards, and the office's system of quality management. The Director runs multiple, concurrent audits of government organizations, with considerable independence and routinely makes informed professional judgments on complex technical and strategic audit issues.

The Director, Performance Audit may act as either an engagement manager or an engagement leader, depending on the risk and complexity of the audit. When acting as the engagement leader, the Director, Performance Audit is responsible for the overall quality of the audit and makes recommendations to the Assistant Auditor General and Auditor General on the scope

and content of audit reports. Under the direction of the Executive Director, the Director leads corporate initiatives that contribute to the management of the portfolio.

## Accountabilities

- Directs the planning, conducting and reporting of concurrent audits and/or assessments of complex and sensitive topics, ensuring work meets professional standards and the office's expectations for quality.
- Oversees the development of proposals for audit topics to be included in the performance audit coverage plan.
- Maintains subject area expertise and represents the OAG with external stakeholders in assigned sectors (such as health, environment, or social services).
- Builds and manages relationships with the audited entities from the initial planning stages, through audit delivery and evaluation of the audit process.
- Acts as either an engagement manager or an engagement leader depending on the risk and complexity of the audit.
- When the Director acts as an engagement leader, they have overall responsibility for the performance of assurance engagements including:
  - the assignment of roles and responsibilities within the audit team;
  - supervision and review of the underlying work;
  - confirmation that the audit conclusions reached are based upon sufficient/appropriate evidence;
  - recommending the scope content and issuance of the report to the Auditor General and Assistant Auditor General;
  - identification and management of threats to the team's independence;
  - ensuring that audit teams have the necessary competencies, capabilities, resources, and time to perform audits in accordance with professional standards;
  - encouraging a culture of consultation, knowledge sharing, and communication within the team; and
  - assisting the Auditor General in presenting findings and recommendations before the Public Accounts Committee of the legislature, senior management of public sector entities, and external audiences.
- Under the direction of the Executive Director, leads projects and tasks related to portfolio management, such as coverage planning, follow-up, staff scheduling, workforce planning, and budget management.
- Represents the OAG on external committees and working groups to share knowledge and promote improvement in performance audit practices.
- Supervises staff including assignment of work, development and evaluation of performance plans, approval of leave and disciplinary processes.

## Job Requirements

Education and experience:

- A post-graduate degree or **equivalent credential**<sup>1</sup> in a **field related to the mandate of the OAG**<sup>2</sup>, and a minimum of six years of performance audit experience, including three years of recent **experience managing performance audits**<sup>3</sup>.

<sup>1</sup>**Equivalent credential** includes a CPA designation, CIA Certification with a bachelor's degree, or law degree.

**<sup>2</sup>Field related to the mandate of the OAG** includes: business, accounting, law, economics, public administration, political science, environmental science, engineering, health, social sciences, and transportation.

**<sup>3</sup>Experience leading performance audit** includes:

- management of performance audits in a public sector setting;
  - experience leading audit teams, including providing direction, supervision, coaching, mentoring and motivation to staff;
  - project management, including project life cycle organization, planning, budgeting, execution, monitoring and controlling, communications management, risk management and project closing;
  - applying professional standards to guide the quality of audits; and
  - creating and delivering executive-level presentations for the purpose of decision making.
- Preference will be given to experience conducting performance audits using CSAE 3001 in a legislative audit office.
  - Preference may be given to experience conducting limited assurance reviews under CSAE 3000.

## **Knowledge, Skills and Abilities**

Project and people management:

- Ability to direct staff toward the achievement of results.
- Ability to manage and prioritize multiple projects concurrently, ensuring projects achieve objectives, are completed within approved timelines/budget, and meet internal office policy and standards.
- Ability to supervise, coach, motivate and mentor staff.
- Ability to oversee contract management activities.
- Ability to provide leadership in times of change.

Relationship Building:

- Ability to maintain the confidence of the Auditor General by maintaining constructive relationships with auditees and external stakeholders.
- Ability to work respectfully, knowledgeably and effectively with Indigenous Peoples.
- Ability to collaborate with internal staff members to achieve results.
- Ability to build a culture of inclusion and diversity.

Communications:

- Exceptional oral and written communication skills.
- Ability to communicate in a clear, fair, and objective manner with auditees, team members and supervisors.
- Ability to communicate strategically and prepare information for the media.

Audit Methods and Standards:

- Knowledge of generally accepted auditing standards.
- In-depth knowledge of CPA quality control and performance audits standards.
- Ability to adapt methodology to changing circumstances while ensuring audit standards are met.

- Ability to analyze and strategically address highly technical and complex audit issues.
- Well-developed understanding of public administration.
- In-depth knowledge of the role of independent offices of the legislative assembly and the mandate of the OAG.
- Knowledge in a field related to the mandate of the OAG.

### Conditions

- Must be eligible to work in Canada (Permanent Resident or Canadian Citizenship)
- 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.
- Be flexible regarding ongoing changes in responsibilities, assignments, and corporate structures.
- Must be willing to work in-office based on operational requirements.

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 resume with the months and years at each position to [hr@bcauditor.com](mailto:hr@bcauditor.com). **Your resume must include whether or not you are eligible to work in Canada, and whether or not this is temporary.** Failure to provide all the requested documents will result in your application being unsuccessful.

Applications will be accepted from May 30, 2024 until Thursday, June 13, 2024.

We encourage candidates of all backgrounds and all abilities to apply. We invite candidates to ask for help if they need accommodations for the job application process.

For more information, please contact [hr@bcauditor.com](mailto:hr@bcauditor.com).