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**Position Title:** Assistant Auditor General                      **Supervisor Title:** Deputy Auditor General  
**Classification:** ADM Level 1    **Supervisor Position #:** 00035076  
**Work Unit:** Critical Audit Support Services                      **Office:** Office of the Auditor General

## Context

The Office of the Auditor General serves the Legislative Assembly and 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 made public.

## Job Overview

Members of the office's executive team, Assistant Auditors General have pivotal roles in fulfilling the mandate of the Office of the Auditor General. Reporting to the Deputy Auditor General, Assistant Auditors General put the organization's business goals into action and support the deputy and the Auditor General in performing their responsibilities. Assistant Auditors General are responsible for providing executive leadership to their individual portfolios: Performance Audit, Financial Audit and Critical Audit Support Services.

The Assistant Auditor General – Critical Audit Support Services (CASS) provides leadership and direction for Financial Services, Strategic Human Resources, Digital Services, Communications, Facilities Management, and Administrative Services units. 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 organization.

## 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 office, 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 office.
- Facilitate effective information flow and decision making by preparing a variety of reports that inform the Auditor General and Deputy Auditor General about 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 transformation initiatives that advance innovative approaches to enhance organizational capacity and quality across portfolios.
- Ensure functional areas within the CASS portfolio (Digital Services, 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.

##### 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 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 relation to auditees, other legislative audit offices, committees of the legislature, and members of the Legislature.
- Proven ability to lead and develop people through coaching, mentoring and empowering employees to achieve their individual performance and growth goals.

#### Proviso

- 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.

Last Updated: August 4, 2022

- 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.

## **Core Competencies for Strategic Leaders**

**Building Strategic Alliances** involves knowledge and skills in internal and external stakeholder analysis and to negotiate agreements and alliances based on a full understanding of power and politics

**Vision and Goal Setting** involves knowledge and skills to establish official and operative goals for the portfolio and to establish a system of measuring effectiveness of goal attainment; develops and communicates a vision that aligns with organizational objectives; inspires and engages others to translate the vision into action.

**Creating and Managing Change** involves knowledge and skills to manage in the organization through setting direction and urgency, building a coalition of support, communicating widely, handling resistance to change and facilitating implementation of successful and sustainable change actions; helps employees see their place in the change, and supports them in the personal transitions that accompany organization change.

**Solving Problems Creatively** involves knowledge and skills in fostering creative problem solving in the organization through critical reflection, problem analysis, risk assessment and rewarding innovation.

**Promoting Empowerment** involves knowledge and skills in using processes such as delegation and information sharing to enhance subordinate ownership and empowerment over their task and performance; empowers employees to take risks, supports them when things go wrong and encourages them to learn from setbacks and failures

**Building Executive Presence** involves knowledge and skills in influencing others and having an observable impact at the executive level, through personal credibility, leadership, confidence, and an understanding of other people's perspectives and interests.

**Motivating for Peak Performance** involves knowledge and skills to create a work environment where employees are challenged, fulfilled and performance is optimized through application of motivational techniques such as job design, role clarification, reward systems and performance appraisal.

**Building Team Orientation** involves knowledge and skills in developing group identity, participative decision making and open and effective communication; creates teams that have the right mix of people, values all team members, and recognizes each team member's unique contribution.

**Designing Strategy and Structure** involves knowledge and skills in the analysis of the environment, size of the organization, strategy and use of technology; organizes people and resources to align with the organization's strategic plan and achieve service plan goals.

**Negotiating/Conflict Management** involves knowledge and skills to engage in two-party/multi-party negotiations and to facilitate third-party intervention or mediations into conflict situations; strives to build consensus and seeks the cooperation of others when working with other parties and business areas.

**Communicating Effectively** involves good presentation skills (verbal and written), careful listening, problem framing and use of presentation technologies; aware of diverse audiences and their needs, adapts so that different audiences are included and can understand issues.

## Indigenous Relations Competencies

- **Cultural Agility** is the ability to work respectfully, knowledgeably, and effectively with Indigenous 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 Office of the Auditor General, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.

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Employee Signature

Date