



Title: Manager, Performance Audit

Classification: Band 3

Ministry: Office of the Auditor General

Work Unit: Performance Audit and Related Assurance

Supervisor title: Director, Performance Audit

Supervisor Position #: 00104307 & 0116622

Context

The Office of the Auditor General (OAG) serves the legislative assembly and the people of British Columbia by providing independent assessments and advice that enhance government accountability and performance. Authorities for the OAG are derived from the *Auditor General Act*.

The work of the OAG spans all government ministries, as well as Crown corporations and other agencies, including the other officers of the legislative assembly. Reports resulting from direct assurance engagements are presented to the legislative assembly and are available for public scrutiny.

Job Overview

Reporting to a director, the Manager, Performance Audit manages multiple performance audit teams (at times concurrently) through all phases of an audit and/or related project. This includes managing highly sensitive and complex audits and effectively communicating with external and internal stakeholders.

When acting as the engagement manager, the Performance Audit Manager is responsible for managing audits on a day-to-day basis by ensuring that the audit is completed as planned, supervising, and coaching staff, managing relationships with senior government officials, and advising and making recommendations to the engagement leader (who may be an executive director or director). The Performance Audit Manager plays a critical role in ensuring the office produces high-quality audit reports in a timely manner to the legislative assembly.

Accountabilities

Required:

- Manages the planning, conducting and reporting of audits and/or assessments of complex and sensitive topics by ensuring the work meets office standards.
- Leads teams to gather and maintain knowledge of business and propose audit topics to support the office's performance audit coverage planning process.
- Maintains subject area expertise and works with the director to build relationships with external stakeholders in an assigned sector (such as health, environment, or social services) to contribute to audit coverage planning.
- Manages relationships with those we audit as well as internal staff dealing with highly sensitive and contentious issues in a professional and objective manner.
- Leads the development of the audit plan including the audit scope, evidence collection strategy, budget and timeline.
- Leads the gathering and analysis of diverse and complex audit information. Adjusts the evidence collection strategy as required by ensuring sufficient/appropriate audit evidence is collected to conclude on audit objective(s).
- Regularly monitors, manages, and communicates to the engagement leader issues related to audit quality, timelines, and budget.

- Manages the audit file to ensure documentation is clear, concise and meets office standards.
- Ensures that all significant matters arising from audit projects are communicated to the engagement leader and addressed.
- Leads audit teams in drafting the content of audit reports, presentations, media releases and briefing materials to communicate complex issues clearly and concisely for members of the legislative assembly and the public.
- Coaches and motivates audit staff to ensure work is of high quality and completed within expected timelines.
- Manages contracts and relationships with external subject matter experts.
- Contributes to portfolio management by leading and participating in assigned corporate initiatives.
- Participates in external and internal 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 credential¹ in a field related to the mandate of the office² and two years of related experience³; OR
 - A bachelor's degree in a field related to the mandate of the office and five years related experience.
 - ¹Equivalent credential includes a CPA designation, CIA Certification with a bachelor's degree, or law degree.
 - ²Field related to the mandate of the office includes business, accounting, law, economics, public administration, political science, environmental science, engineering, health, social sciences, or transportation.
 - ³Related experience includes experience in the planning, conducting and writing of audit reports.
- At least one year of recent experience supervising staff.

Preferences

- Preference will be given to those with experience carrying out performance audits in a federal or provincial office of the auditor general and experience applying CSAE3001.

Candidates must be willing and able to:

- Be flexible regarding ongoing changes in responsibilities, assignments, and corporate structures.
- Travel within the province to conduct field work, as needed.

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.
- Must be eligible to work in Canada (Permanent Resident or Canadian Citizenship).
- Must be willing to work in-office based on operational requirements.

Behavioural Competencies

Foundation Competencies Definitions

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

Leadership Competencies Definitions

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

Technical Competencies Definitions

Planning	Undertaking the planning process and developing the project objectives, scope and assessment criteria, ensuring that all relevant risks are considered
Conducting	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
Reporting	Documenting results and developing reports that contain well-supported conclusions, using appropriate language, succinct wording and a respectful tone, to satisfy reporting requirements
Service Focus	Understanding internal and/or external clients' needs, engaging in effective communication and building strong working relationships to deliver high quality service.
Project Management	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 Indigenous Peoples. 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 Peoples. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.