



TITLE: PERFORMANCE AUDIT ANALYST

CLASSIFICATION: BAND 2

ORGANIZATION: OFFICE OF THE AUDITOR GENERAL

WORK UNIT: PERFORMANCE AUDIT & RELATED ASSURANCE

SUPERVISOR TITLE: MANAGER, PERFORMANCE AUDIT

SUPERVISOR POSITION #: 00035040, 00035006, 00098377

CONTEXT

The Office of the Auditor General (the OAG or office) 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 of the Auditor General 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

As part of a team, the performance audit analyst assesses the performance of government organizations, including their efficiency, effectiveness, and economy, based on compliance with relevant legislation and policy, best practices, and other criteria. They also assist in developing recommendations for improvement and preparing components of the final report to the legislature.

During the course of a year, the performance audit analyst can typically expect to participate in multiple, concurrent audits of government organizations, helping to develop the audit plan, collect and analyze data and prepare and present the final report.

The performance audit analyst is required to apply the principles of performance audit standards and techniques, research methodologies, program evaluation and strategic planning and performance reporting along with economics, organizational behaviour, and financial and accounting standards to assess the organization's ability to efficiently and effectively achieve its desired outputs or outcomes.

ACCOUNTABILITIES

- As part of the performance audit team, research and prepare a project proposal for the auditor general's approval. This involves conducting literature reviews and internet searches to identify best practices in the topic area and assessing risks.
- Assist the audit team in developing a formal audit plan that identifies the audit's purpose, timeline, scope, and criteria.

- Conduct performance audits of government organizations by applying auditing standards and gathering both qualitative and quantitative evidence including interviewing, analysing documents and records, developing and mining online surveys, benchmarking, statistical analysis and consulting with stakeholders.
- Assist with clearing the findings of the audit.
- Draft components of the audit report, identifying findings and supporting conclusions, and preparing presentations for auditee organizations and legislative committees.
- Establish credibility and trust with the auditee managers and staff, legislators and other interested parties.
- Ensure project activities meet professional assurance standards and meet performance targets, including budget and timelines.
- Ensure the accuracy and veracity of information by undertaking checks on data and resolving queries with government organizations and other auditors.
- Contribute to development of management recommendations that are fair, meaningful and timely, following the appropriate methodology, and meeting applicable quality assurance and professional standards.
- 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 the development and improvement of audit processes by attending seminars, meetings and conferences on behalf of the Office and presenting learning to the team.

JOB REQUIREMENTS

Education and Experience:

- A bachelor's degree in a **field related to the mandate of the office**¹.
- Two years' experience in gathering data and evaluating performance using a variety of research methodologies and clearly communicating results
- Preference may be given to candidates who have a post-graduate degree or equivalent professional designation in a field related to the mandate of the Office

¹**Field related to the mandate of the Office** includes: business, accounting, law, economics, public administration, political science, environmental science, engineering

Candidates must be willing and able to:

- To be flexible regarding ongoing changes in responsibilities, assignments, and corporate structures.
- Travel occasionally.

PROVISO

- Successful completion of security screening requirements of the BC 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:

- Strong writing skills to ensure work is clear, concise, logical and persuasive
- Ability to collaborate effectively within a team environment
- Proven ability to complete assignments within approved timelines/budget while meeting expectations for quality
- Strong communication in a clear, fair and objective manner with external stakeholders, team members and supervisors
- Knowledge of the role of independent offices of the Legislative Assembly of B.C.
- Knowledge in a field related to the mandate of the office

BEHAVIOURAL COMPETENCIES

Foundation Competencies

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

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.

Performance Audit - Technical Competencies

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 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 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.