

Position Description – Manager, Performance Audit

Position Title	Manager, Performance Audit	Position Number	Various
Portfolio	Performance Audit	Location	Victoria
Supervisor's Title	Director	Travel Required	Yes
FOR OAG HR USE ONLY:		NOC Code:	
Approved Classification or Leadership Band	Band 3	Class Code:	
Mandate			
<p>The Office of the Auditor General (the OAG or Office) 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 Office of the Auditor General are derived from the <i>Auditor General Act</i>.</p>			
Role			
<p>Reporting to a Director, or other member of the portfolio leadership, the Manager, Performance Audit (Manager) leads and conducts performance audits and examination projects. The Manager ensures that all projects are planned, conducted and reported according to professional standards, and that all relevant issues and concerns have been identified and resolved or raised to the Director for resolution.</p> <p>The scope of activities the Manager is accountable for includes:</p> <ul style="list-style-type: none"> • Planning, conducting and reporting of several concurrent audits and/or assessments, involving specific methodologies and professional standards that are constantly evolving at a provincial, national and inter-national level. • Inter-provincial committees participation (i.e. CCOLA study groups). • Corporate committees participation PA portfolio planning (i.e. three year portfolio planning). • PA portfolio Administration (i.e. staff scheduling, portfolio budget forecasting). • Project quality control and assurance (i.e. Standards and Quality). • Staff development and performance evaluation. • Maintaining considerable subject matter expertise (such as the health care, social, economic development or environmental issues); obtaining, reviewing and analyzing evidence; and ensuring all significant matters are addressed. • Providing direction and leadership to project teams of professional staff, and contracted resources as required, ensuring professional practices and standards as well as budget and timelines are met. • Issues raised during the course of audits/assessments are often of a sensitive nature, which requires that Managers possess excellent communication skills and the ability to build credibility and strong long-term working relationships with auditees. <p>The Manager contributes to the identification and resolution of significant issues arising from audit projects. The Manager also contributes to strategic and administrative project management including budget forecasting and development, work plan development, and human resource management decisions.</p> <p>The Manager provides direction, coaching and mentorship to other members of the audit team. The Manager also monitors and participates in performance reviews, and receives/provides direction as a member of an audit team.</p>			

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Indicative Position Responsibility Distributions	
<p>Office Wide Responsibility – 10%</p> <ul style="list-style-type: none"> Office wide involvement on cross portfolio or operational committees; portfolio planning <p>Portfolio Responsibility – 80%</p> <ul style="list-style-type: none"> Planning, overseeing, directing audits/assessments and teams within portfolio/lines of business <p>External Responsibility – 5%</p> <ul style="list-style-type: none"> Building relationships across the public sector <p>Other – 5%</p> <ul style="list-style-type: none"> As required 	
Essential Qualifications and Experience	
<ul style="list-style-type: none"> A Master’s Degree or evidence of continuous learning relevant to a specialist credential related to the mandate of the Office (for example a Professional Accounting or other designation, Law Degree, Professional Engineer, or equivalent) A minimum of 3 years progressively responsible experience conducting audits and/or assessments of an organization’s performance , including responsibility for managing, planning, conducting and reporting on audit/assessment projects 	
Behavioural Competencies	
<p>Foundation Competencies</p> <p><u>Personal Accountability</u></p> <ul style="list-style-type: none"> Builds collaborative relationships. Models professional and respectful behaviours consistent with the Office values. Builds communication skills by leveraging own strengths and seeking opportunities to improve capabilities. Handles situations of conflict by striving to understand the perspective of others to reach win/win solutions. Models inclusion, diversity and equity in the workplace <p><u>Business Acumen</u></p> <ul style="list-style-type: none"> Evaluates and selects the most appropriate OAG business process and/or methodology to meet the needs of the task at hand. Applies sound judgment and critical reasoning in decision making and problem solving. Demonstrates ability to ‘speak the language’ by using OAG and Public Sector terminology to engage in meaningful dialogue at the Management level. <p><u>Continuous Improvement</u></p> <ul style="list-style-type: none"> Adapts priorities aligned to OAG demands and with consideration of business constraints. Demonstrates a willingness to take calculated risks. Develops recommendations for specific improvements to work processes and practices. 	<p>Leadership Competencies</p> <p><u>Corporate Planning</u></p> <ul style="list-style-type: none"> Contributes to the development of the portfolio plan. Monitors progress against portfolio plans. Manages the implementation of specific initiatives. <p><u>Engage and Inspire</u></p> <ul style="list-style-type: none"> Actively empowers team members. Promotes cooperation, collaboration and working together across diverse teams. Manages conflict and removes roadblocks for team members to achieve results. <p><u>Developing People</u></p> <ul style="list-style-type: none"> Formally coaches and mentors staff. Encourages staff to take ownership for their learning. Enables team members to take on more complex assignments. <p><u>Leading Change</u></p> <ul style="list-style-type: none"> Demonstrates a resilience and openness to change. Identifies and communicates change management needs. Plays an active role in supporting the implementation of change initiatives.

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- Acts as a change agent.

Technical Competencies

Planning

- Reviews project strategy, objectives and scope to ensure project objectives will be met.
- Provides expert technical advice and direction.
- Liaises with the Executive to obtain approval for the project.
- Leads relationship with a client and drives communications including delivering the presentation of project proposals.

Conducting

- Provides oversight on controversial issues.
- Reviews complex issues, arguments and evidence, and then draws appropriate conclusions.
- Conducts the final project review and ensures that appropriate conclusions are reached and quality standards are applied.

Reporting

- Reviews draft report and provides feedback on key messaging for final report.
- Finalizes materials and delivers presentations.
- Conducts final quality assurance across a project aligned to Office standards.

Service Focus

- Evaluates and approves recommendations to deliver solutions and communicates them as appropriate.
- Undertakes a liaison role and acts as an advisor to a client to inform sound decision making.
- Builds and maintains strong working relationships across all levels and acts as the key point of contact.

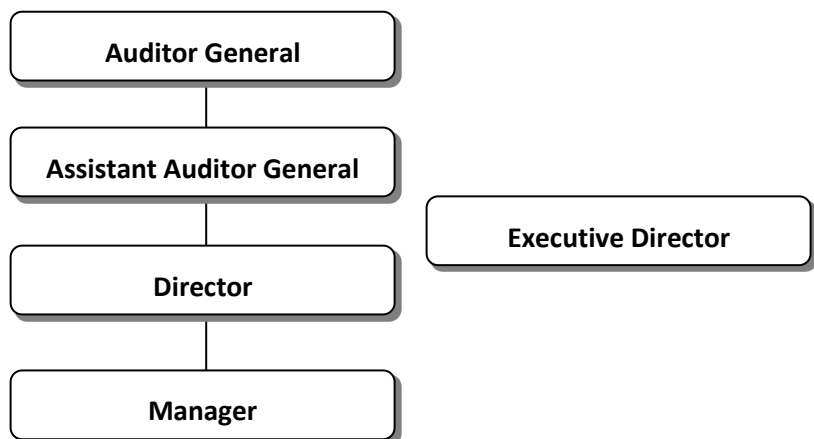
Project Management

- Performs a stewardship role by allocating resources across the portfolio and assumes accountability for project management.
- Leads senior stakeholder communications and negotiations for complex issues as appropriate.
- Advises and offers coaching expertise in all aspects and phases of project management.

Direct Supervision

The position is responsible for directly supervising staff.

Organizational Chart



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This is an accurate statement of the position's assigned duties, responsibilities, and reporting relationships. This position description was created/revised/finalized in month/year.

Reviewed By	X	Date	Click here to enter a date.
	Penny Limer, HR Advisor		

Approved By	X	Date	Click here to enter a date.
	Carol Bellringer, Auditor General		

I have read this position description and understand the key responsibilities:

Agreed to By	X	Date	Click here to enter a date.
	[Name], incumbent		

cc: Supervisor
Personnel file
Position file